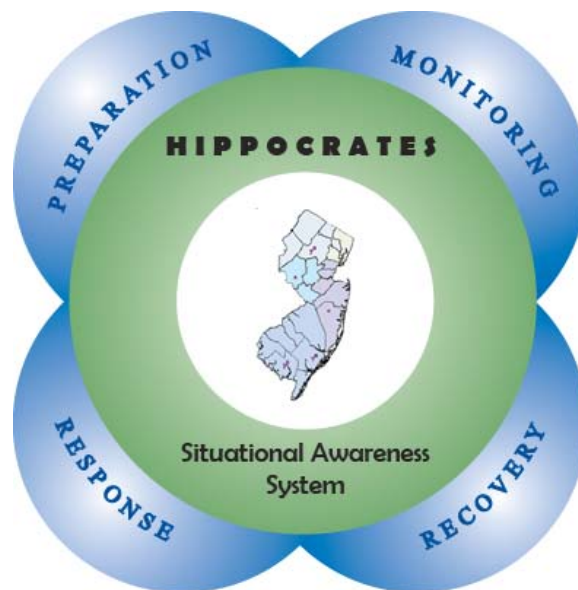


Hippocrates

Health Infrastructure Preparedness and
Emergency Response Situational
Awareness Application



USER MANUAL

Command Center Console

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COMMAND CENTER CONSOLE

The Command Center Console (CCC) is one of the modules within the Hippocrates umbrella application. The CCC provides real-time tracking and management tools for events, incidents, and Command Centers throughout the state.

From the CCC, the Hippocrates user can enter, update, monitor and report information regarding:

- Health-related incidents and events
- Command Center status
- Email/Blackberry incident notification
- Shift changes
- Command Center personnel
- Action items
- Log entries

Hippocrates automatically notifies pre-designated staff from NJ Department of Health and Senior Services and outside partners (e.g., FBI) when incident and event information is entered or updated.

Records containing detailed event and incident information, log entries, action items, personnel and shift notes are summarized in tables that can be sorted by title, date, command center, etc. A search feature allows users to locate a specific record or group of records.

User Interface

The user interface for the Command Center Console (CCC) is consistent in appearance and behavior for all functions and activities as well as with other Hippocrates modules.

CAVEAT: Access privileges are assigned on a per user basis, therefore, your screens will likely be different from those of other users or from the screens shown in this manual.

Navigation

The navigation elements for the CCC are shown in Figure 1.

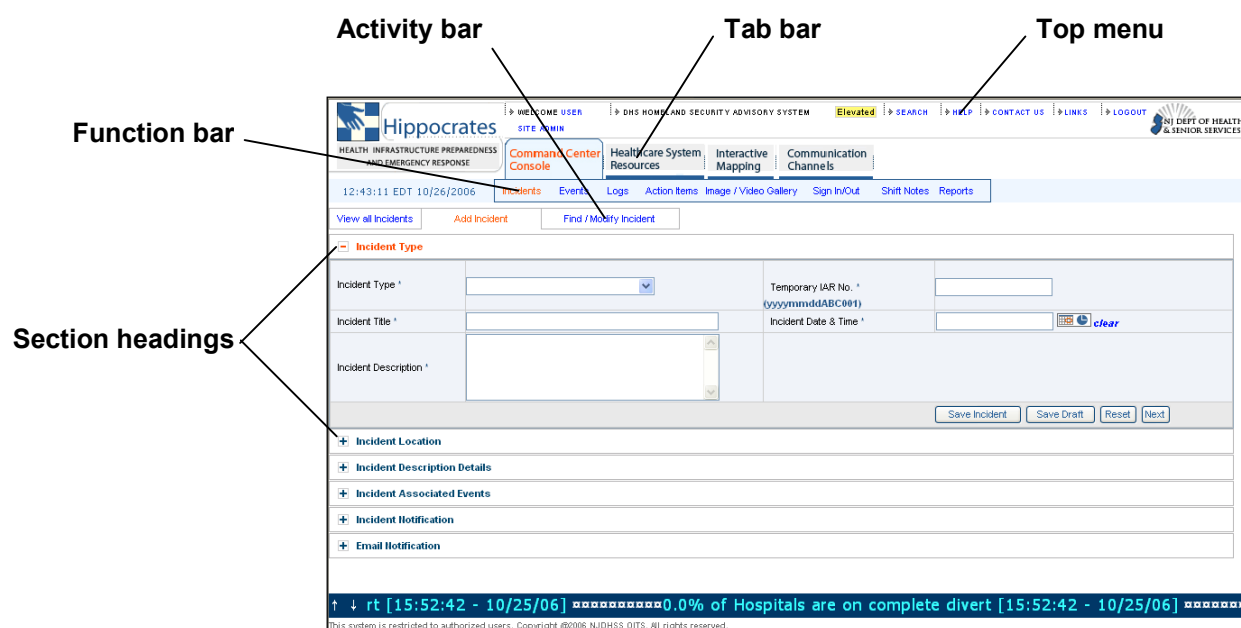


Figure 1. CCC Navigation Elements

The **top menu** is visible on all Hippocrates modules. It contains links to common commands such as [HELP](#), [CONTACT US](#), and [LOGOUT](#).

The **tab bar** is also visible from all Hippocrates modules. The tabs displayed on your screen depend on your access privileges. The tab for the module you are currently working in is highlighted and its name displayed with **orange text**. To move to another module, click the corresponding tab.

The **function bar** is located directly below the tab bar. The functions listed on this bar differ for each Hippocrates module and also depend on user privileges—all function bars behave in the same way, however. To access a

function, click its name on the function bar. The current function is shown in **orange text**.

The **activity bar**, located directly below the function bar, shows the activities available to you for that function. The current activity is indicated with **orange text**.

In addition to being consistent in appearance, many Hippocrates activities share a common methodology for viewing and entering data, sorting, searching, etc. These features are described below.

Viewing Data

Most CCC functions include a **View All** activity, which displays the records associated with that function in a tabular format. View All is the default activity (i.e., the opening screen) for most functions.

The fields displayed on the View All screen are different for each function, but the layout, navigation and sorting features are the same for all View All screens.

View All Screen Layout

The View All screen layout is shown in Figure 2. A maximum of 10 records is displayed per screen, although it might be necessary to use the scroll bar to view the records at the bottom of the window. The range of the currently displayed records and the total number of records is shown at the center-top and center-bottom of the View All screen.

EXAMPLE: In Figure 2, records 11 through 20 are displayed from a total of 55 records.

Records displayed of total #

Navigation Links

Column heading

Click to open record

IAR No ▼	Draft	Incident Title	Incident Date	Incident Location
200609190003	No	INTERMITTENT POWER OUTAGE	09-19-2006 11:18:12	TEXTILE COMPANY
200609190002	No	CAPE MAY INCIDENT	09-19-2006 10:58:01	CAPE MAY
200609190001	No	EVACUATION SITE	09-19-2006 10:52:18	MAIN STREET ELEMENTARY SCHOOL
200609150001	No	WHITE POWDER	09-15-2006 10:49:21	DHSS
200609140003	No	9TH STREET BRIDGE CLOSED	09-14-2006 11:48:44	9TH ST BRIDGE
200609140002	No	WHITE POWDER IN COMPANY MAILROOM	09-14-2006 11:36:01	XZ PHARMACEUTICAL COMPANY
200609140001	No	EXPLOSION - ABC HOSPITAL	09-13-2006 22:32:10	ABC HOSPITAL
200609130002	No	O.C. LONGPORT BRIDGE FLOODED	09-13-2006 15:00:00	OCEAN CITY/LONGPORT BRIDGE
200609130001	No	BOILER ROOM EXPLOSION - ST. ELSEWHERE	09-13-2006 02:45:00	ST. ELSEWHERE HOSPITAL
200609120002	No	EVACUATE STOCKTON COLLEGE	09-11-2006 15:29:57	ROBERT STOCKTON STATE COLLEGE

First Previous 11 to 20 of 55 Next Last

↑ ↓ 0.0% of Hospitals are on complete divert [15:52:42 - 10/25/06] 0.0% of Hospitals are on co

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Figure 2. Layout for View All Screens

Page Navigation

When there are more than 10 records, the following page navigation commands are shown at the top and bottom of the View All screen. (The page you are viewing determines which of these commands is displayed.)

[Next](#) – displays the next 10 records

[Previous](#) – displays the previous 10 records

[First](#) – displays records 1 through 10

[Last](#) – displays the last 10 records

Sorting

You may click a [Column Heading](#) to sort records on that field or to reverse the sort direction. An arrow shows which column the records are sorted on and the direction of the sort, as follows:



Records sorted in *ascending* order (from A–Z or first–last)



Records sorted in *descending* order (from Z–A or last–first)

EXAMPLE: The records in Figure 2 are listed by [IAR No](#) in descending order.

Opening a Record


To open a record, click the blue field for that record. In this case (Figure 2) a record is opened by clicking its [IAR No](#).

Entering Data


Data is entered into the CCC from an **Add** screen or a **Modify** screen. The user interface for these types of screens is similar.

Many Add and Modify screens contain multiple sections, the first of which is expanded when you begin the activity. A section can be expanded and collapsed as follows:

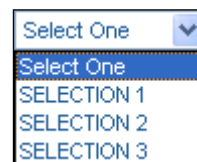
To **expand a section**, click 

To **collapse a section**, click 

Mandatory fields are marked with an asterisk (*). When adding a record, all mandatory fields must contain data for the record to be added to the Hippocrates database. Likewise, mandatory records in Modify screens must be filled in for the update to be accepted.

Drop-down list boxes contain multiple items from which you make your selection(s). To do so, click  to display the list, then click an item to select it.

In some cases you may **select multiple items** from a drop-down box. To select multiple items, press and hold the **Ctrl** key on your keyboard as you click each selection.



You can move through a drop-down list by typing the first letter of your selection, which will highlight the first item for that letter. This can be useful with long drop-down lists.

Data that cannot be edited is displayed in gray text (“grayed out”).

CAVEAT: Although all grayed-out data is uneditable, not all uneditable data is grayed out—uneditable data in text boxes with a scroll bar cannot be grayed out, as this would make the scroll bar inaccessible.

EXAMPLE: In the **Modify Incident** screen (Figure 3) the Incident Type and Incident Title fields are grayed out and therefore uneditable. The Incident Description field is also uneditable but is not grayed out because the text box contains a scroll bar.

The screenshot shows the 'Modify Incident' screen with three buttons at the top: 'View all Incidents' (blue), 'Add Incident' (blue), and 'Find / Modify Incident' (orange). Below these is a section titled 'Incident Type' with a minus icon. The form contains three fields: 'Incident Type *' with a dropdown menu showing 'CHEMICAL/RADIOLOGICAL/NUCLEAR'; 'Incident Title *' with a text box containing 'WHITE POWDER IN COMPANY MAILROOM'; and 'Incident Description *' with a text box containing 'WHITE POWDER DISCOVERED IN MAILROOM OF XZ PHARMACEUTICAL COMPANY'. The text in the 'Incident Type' and 'Incident Title' fields is grayed out, while the text in the 'Incident Description' field is blue. The 'Incident Description' field has a vertical scrollbar on its right side.

Figure 3. Uneditable Fields

End-of-Section buttons

One or more buttons are located at the bottom of most sections. Use these buttons as follows:

Click **Save Draft** to save your work so you can return to it later. Applies to Add screens only.

Click **Update** to save your changes. Applies to Modify screens only.


Click **Reset** to clear all fields in the current section, or, if modifying a record, to restore the original data.

Click **Next** to close the current section and open the next one.

Click **Cancel** to abandon the current activity and return to the View All screen.

Entering Dates and Times

A pop-up **date and time selector** is used to enter a date/time into Hippocrates.

A data entry field that requires a date and time is accompanied by a calendar/clock icon that looks like this: . An example is shown in Figure 4.






Figure 4. Date and Time Field

To enter a date and time into a field:

1. Click  to display the date/time selector (an example is shown in Figure 5).
2. Click  to enter the current date and time.

OR

3. Click in the *hh:mm:ss* fields and use the keyboard to enter the desired values.
NOTE: Hippocrates uses a 24-hour clock.
4. Click the desired date, using \leq or \geq to change the month as necessary.

5. Click .

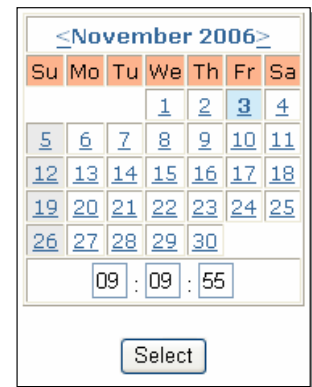


Figure 5. Date/Time Selector

Searching

Many Hippocrates functions are equipped with a search feature to assist you in locating a particular record or group of records. This feature is accessible through the **Find/Modify** activity and is available for these functions.

- Incidents
- Events
- Logs
- Action Items
- Image/Video Gallery
- Sign In/Out
- Shift Notes

Example Search

To locate an incident entitled Boiler Explosion in Holy Name Hospital:




1. Click  in the Incident activity bar to display the Find/Modify Incident screen (see Figure 6).
2. Click  and select **TITLE** as the search criteria.
3. Enter **Boiler Explosion in Holy Name Hospital** in the text box.
NOTE: Searches are not case sensitive.
4. Click .



Figure 6. Search Dialog Box

Wild Card Searches

To broaden your search you may use an asterisk (*) in the Search Criteria text box to represent zero or more alphanumeric characters. This is useful for locating a group of records that have similar data in a particular field, or when you know only some of the data you are looking for.

In a wild card search:

- Letters are not case sensitive
- A wild card (*) can be used as the first character of a search
- Multiple * can be used

Wild card search examples

The examples in Table 1 illustrate the wild card feature.

Table 1. Wild Card Search Examples

Search Term	Matching Records
BIO*	All records whose titles begin with BIO: bio bio outbreak biological outbreak biooutbreak
BIO	All records with BIO anywhere in the title: antibiotic bio bio outbreak biological outbreak biooutbreak
B*	All records whose titles begin with B
*	All records

Using the Command Center Console

CCC Home

The home page of the Command Center Console (Figure 7) provides a statewide overview of active incidents, events, and Command Centers.

Hippocrates WELCOME USER HOMELAND SECURITY ADVISORY SYSTEM **Elevated** CONTACT US LINKS HELP SEARCH LOGOUT NJ DEPT OF HEALTH & SENIOR SERVICES

HEALTH INFRASTRUCTURE PREPAREDNESS AND EMERGENCY RESPONSE **Command Center Console**

10:21:56 EST 12/22/2006 Incidents Events Logs Action Items Image / Video Gallery Sign In/Out Shift Notes Reports

➤ **Active Event**

Event Name
HURRICANE ALPHA

Command Center(s)
COOPER UNIVERSITY HOSPITAL
ATLANTIC CITY MEDICAL CENTER - CITY
HEALTH COMMAND CENTER

Activation Date
2006-12-15

➤ **Export to E-Team** (coming soon)

➤ **Active Command Centers**

ATLANTIC CITY MEDICAL CENTER - CITY
HURRICANE ALPHA
COOPER UNIVERSITY HOSPITAL
HURRICANE ALPHA
HEALTH COMMAND CENTER
HURRICANE ALPHA

➤ **Incidents**

January 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

➤ **Signed-In Personnel**

ATLANTIC CITY MEDICAL CENTER - CITY
INFORMATION SECTION CHIEF - EILEEN TROUTMAN
ADMIN SUPPORT - V ROZA

COOPER UNIVERSITY HOSPITAL
DUTY OFFICER - PADMA ADUSUMILLI

HEALTH COMMAND CENTER
HCC EXECUTIVE - DAVID GRUBER
DUTY OFFICER - JAMES LANGENBACH
HCC MANAGER - JAMES LANGENBACH

➤ **Shift Change Notes**

AC BOARDWALK EVAC INJURIES
ATLANTIC CITY MEDICAL CENTER - CITY
DUTY OFFICER
2006-12-18 17:26:03.0
ATLANTIC CO HOSPITAL EVACUATION

↑ ↓ 12/18/06 Evacuation ordered for Atlantic Co. hospitals[17:19:37 - 12/18/06] OC/LONGPORT BRIDGE CLC

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Figure 7. Command Center Console – Home Page

The CCC home page contains seven panes and a scrolling news ticker; these are described below.

Depending on user privileges, some text elements on the home page are displayed as [links in blue text](#). Clicking a link opens the corresponding record so that it can be viewed in its entirety and/or modified. For more about modification activities, see the applicable sections of this manual (incidents, events, logs, and so on).

Active Event Pane

Lists the name, associated Command Center and activation date of the most recently activated event.

Export to E-Team Pane

TBD

Active Command Centers Pane

Lists the name and associated event(s) for each active Command Center, arranged alphabetically.

Incidents Pane

Shows the location and region of each active incident on a statewide overview map. Each of the five regions (North East, North West, Central East, Central West and South) is shown in a different color and the respective counties are delineated within the region. When the mouse is held over an incident symbol, a pop-up window appears listing the county, type, name and description for that incident (see Figure 8).

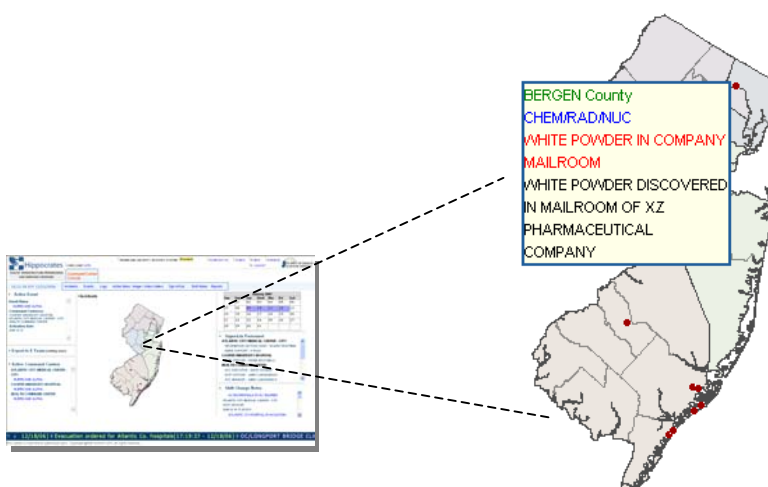


Figure 8. Pop-up for Incident Mouseover

Calendar Pane

Provides an overview of the current month.

Signed-In Personnel Pane

Lists the names and positions of all personnel signed-in to a Command Center.

Shift Notes Pane

Lists the 10 most recent shift notes in reverse chronological order, along with the position title and associated Command Center of the shift note author.

News Ticker

The news ticker is a scrolling CNN-type text bar at the bottom of the screen. Some news ticker items are posted automatically as the result of a particular activity, as follows:

Item	Ticker Display
Activating Events	Event name, associated Command Center (one per ticker item), activation time/date
% hospitals on full divert	Based on external data feed received by Hippocrates
Incidents (Optional; based on user selection in Add Incident screen)	Incident name, time/date

Users with Site Admin privileges can delete or modify ticker items and also post items manually. Manually posted items can be displayed for a pre-determined time period, tagged as “breaking news,” and/or linked to an Internet URL so that clicking that item will open an Internet Explorer window at the referenced site.

News ticker items are color-coded as follows:

ROUTINE-PRIORITY INCIDENT [time - date]

HIGH-PRIORITY INCIDENT < 5 MIN OLD [time - date]

HIGH-PRIORITY INCIDENT > 5 MIN OLD [time - date]

ROUTINE-PRIORITY INCIDENT PREVIOUSLY HIGH-PRIORITY [time - date]

ACTIVATING EVENT (ASSOCIATED COMMAND CENTER) [time - date]

% hospitals on complete divert

Manually-posted item [time - date]

Breaking news item [time - date]

STATIC TICKER ITEM (mouse held over text)

NOTES:

- Events that activate multiple Command Centers are shown as multiple ticker items, one for each Command Center.
- General Events are not automatically added to the news ticker.
- Closed incidents, which are no longer displayed in the ticker, are still present in the ticker list and are accessible through Site Admin.

CCC Activities

Command Center Console (CCC) activities are initiated by clicking the appropriate item on the CCC function bar, which displays the default screen for that function along with the associated activity bar.

In the screen shown in Figure 9, the Incidents function is active. Accordingly, the Incidents activity bar is displayed; in this case the current activity is **View All Incidents**.

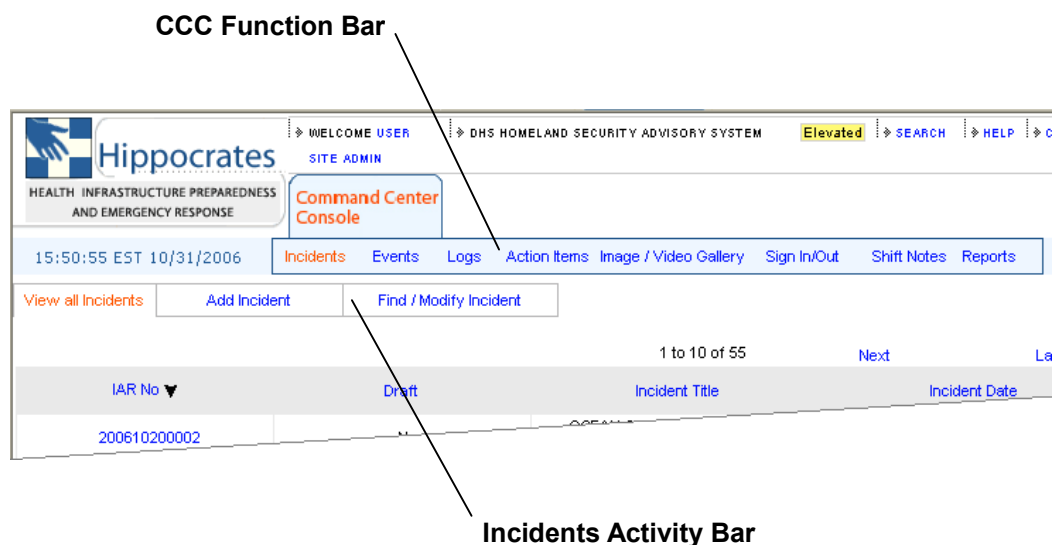


Figure 9. CCC Function Bar and Activity Bar

Command Center Console functions are discussed later in this manual, with each function beginning on the page shown below:

Function	Page
Incidents	13
Events	30
Logs	48
Action Items	53
Image/Video Gallery	59
Sign In/Out	63
Shift Notes	68
Reports	74

Incidents

The Incidents function is accessed by clicking [Incidents](#) on the CCC function bar. There are three incident-related activities:

- View All Incidents
- Add Incident
- Find/Modify Incident


Each of these is accessible from the Incidents activity bar, shown below.

View All Incidents	Add Incident	Find/Modify Incident
------------------------------------	------------------------------	--------------------------------------

The current activity is indicated with **orange text**. The default activity (i.e., the opening screen) for the Incidents function is **View All Incidents**.

View All Incidents

The **View All Incidents** screen presents a tabular overview of all incidents, whether open or closed. An example is shown in Figure 10.



Hippocrates

HEALTH INFRASTRUCTURE PREPAREDNESS
AND EMERGENCY RESPONSE

WELCOME USER

SITE ADMIN

Command Center Console

14:00:17 EST 11/1/2006

Incidents

Events

Logs

Action Items

Image / Video Gallery

Sign In/Out

Shift Notes

Reports

View all Incidents

Add Incident

Find / Modify Incident

First

Previous

11 to 20 of 21

Next

Last

IAR No ▼	Draft	Incident Title	Incident Date	Incident Location
200610200002	No	OCEAN CITY-LONGPORT BRIDGE CLOSED	10-19-2006 06:25:46	OCEAN CITY-LONGPORT BRIDGE
200610200001	No	EVACUATION ORDERED FOR ATLANTIC CO HOSPITALS	10-19-2006 05:12:48	COUNTY-WIDE (ATLANTIC CO)
200610180004	No	HURRICANE WARNING ISSUED	10-18-2006 16:43:30	NJ COASTAL REGION
200610180003	No	HURRICANE WATCH SOUTHERN NJ COAST	10-18-2006 16:17:23	NJ COASTAL REGION
200610180002	No	WHITE POWDER IN XYZ PHARMACEUTICAL MAILROOM	10-17-2006 09:10:16	XYZ PHARMACEUTICAL
200610180001	Yes	SUDDEN ILLNESS OF THREE PEOPLE	10-17-2006 22:50:08	
200610170002	No	FACTORY BOILER EXPLOSION AND FIRE	10-17-2006 15:35:00	TEXTILE CO FACTORY
200610170001	No	WHITE POWDER IN XZ PHARM MAILROOM	10-16-2006 07:19:34	XZ PHARMACEUTICAL COMPANY
200610160001	No	INCIDENT TEST - 212	10-16-2006 09:29:50	
200610120002	No	FLOOD	10-11-2006 13:55:12	

First

Previous

11 to 20 of 21

Next

Last

↑ ↓ rt Bridge closed[15:29:29 - 10/20/06] ♦ Evacuation ordered for Atlantic Co hospitals[09:17:27 - 10/20/06] ♦

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Figure 10. View All Incidents Screen

View All Incidents Screen Features

Sorting

Click a [Column Heading](#) to sort the incident records on that field (incident title, date, etc.) or to reverse the sort direction.



Records sorted in *ascending* order (from A–Z or 1–last)



Records sorted in *descending* order (from Z–A or last–1)

Navigation

Use the following commands to view the table contents:

[Next](#) – displays the next 10 incidents

[Previous](#) – displays the previous 10 incidents

[First](#) – displays incidents 1 through 10

[Last](#) – displays the last 10 incidents

Opening an Incident

To view incident details or to modify an incident, open the incident record by clicking the corresponding [IAR No.](#) The IAR number is a unique number in YYYYMMDDABC*nnn* format, where YYYYMMDD represents the date, ABC are the initials of the individual who entered the incident record, and *nnn* represents the *n*th incident entered by that individual on that date.

Add Incident

The Add Incident screen is used to create an incident and add it to the Hippocrates database. Figure 11 shows the opening view of the Add Incident screen. The screen contains six sections. When the Add Incident screen is opened, the first section is expanded so that the contents are visible.

When an incident is created:

- A **log entry** is automatically generated. The title of the log entry is the same as the incident title. Logs are discussed further on page 48.
- An **email is sent** to the addresses listed in the [Email Notification](#) section of the incident record. (For an example of the received email, see Figure 14 on page 24.)
- The user can select to automatically update the **news ticker** with the title, date and time of the new incident. (The news ticker can be edited manually by users with Site Admin privileges. See page 11 for details about the news ticker.)



The procedure for adding an incident begins on page 16.

Figure 11. Add Incident Screen

Add Incident Screen Features

Expanding/Collapsing a section

Each section of the Add Incident screen can be expanded and collapsed so that you can view and enter information about the incident.

You can open and close any section by clicking  and .

An expanded section has an **Orange Header** and is preceded by .

A collapsed section has a **Blue Header** and is preceded by .



Mandatory fields

Fields marked with an asterisk (*) are mandatory—i.e., they must contain data for Hippocrates to add the incident to the database. In most cases, if you try to proceed to a subsequent field or section without filling in a mandatory field, Hippocrates will prompt you to fill it in.



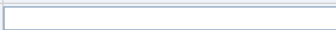



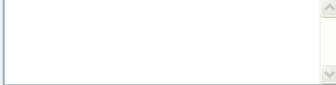





End-of-section buttons




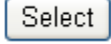
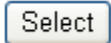
A set of buttons is located at the bottom of each section of the Add Incident screen. The functions of these buttons are described in Table 2 on page 17.

PROCEDURE: Add Incident

- STEP 1** Click  on the Command Center Console function bar.
- STEP 2** Click  on the Incidents activity bar.
- STEP 3** Fill in the **Incident Type** section (shown below) using the guidelines in the table that follows.

Incident Type Section

Incident Type			
Incident Type *		Temporary IAR No. *	
Incident Title *		Incident Date & Time *	  
Incident Description *			
	Priority Level	<input checked="" type="radio"/> Routine <input type="radio"/> High	
	Add to Ticker	<input checked="" type="radio"/> Yes <input type="radio"/> No	
    			

Incident Type		* mandatory field
Incident Type *	Click  and select a type from the drop-down list: BIOLOGICAL/OUTBREAK CHEMICAL/RADIOLOGICAL/NUCLEAR GENERAL NATURAL DISASTER POWER OUTAGE/EXPLOSION UNKNOWN SUBSTANCE	
Incident Title *	Enter a title for the incident	
Incident Description *	Enter a description of the incident	
Temporary IAR No. *	An Incident Action Report (IAR) number is a unique number in the format yyyymmddABCnnn , where: yyyymmdd – year, month, day ABC – your initials nnn – the number of incidents you have entered on the above date, plus one.	
Incident Date & Time *	<ul style="list-style-type: none"> Click   to open the date/time selector. Click  to enter the current date and time. OR <ul style="list-style-type: none"> Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds. Click the desired date, using \leq or \geq as necessary. Click  	
Priority Level	Select Routine or High	
Add to Ticker	Select Yes or No	

STEP 4 If desired, click one of the buttons shown in Table 2.









NOTE: Some or all of these buttons appear at the end of each section. At this step, however, clicking  will not successfully save the incident because mandatory fields in other sections have not yet been filled in.

Table 2. End-of-Section Buttons – Add Incident Screen

	Closes the current section and opens the subsequent one.
	Clears all fields in the current section or restores them to default values. <i>Does not affect any other section.</i>
	<p>Saves the data you have entered so far without finalizing the Add Incident process. <i>The entire record is saved regardless of the section in which you click the Save Draft button.</i> The Add Incident screen is then closed and a success message is displayed.</p> <p>To return to your work, you can locate the record using Find/Modify Incident and selecting IS DRAFT? as the search criteria. Alternatively, you can use the View All Incidents screen and locate your record using the sort feature (sorting on Draft or Incident Date, for example).</p>
	<p>Saves the incident and closes the Add Incident screen. All Save Incident buttons perform the same function regardless of which section they reside in.</p> <p>NOTE: If you have left a mandatory field empty or entered invalid data, Hippocrates will prompt you to make the necessary changes, as in the example shown here. When you click  to the prompt, the applicable section is expanded and the cursor is placed in the referenced field.</p> <p>When the incident has been saved to the database, a success message is displayed.</p> 
	Abandons the Add Incident process and displays the View All Incidents screen.

STEP 5 Fill in the **Incident Location** section (shown below) using the guidelines in the table that follows.

Incident Location Section

Incident Location

Incident Location

Incident Street

Incident Cross Street

Incident City

Incident Zipcode

Incident State *

Incident County *

Incident Municipality *

Longitude in degrees

Latitude in degrees

NEW JERSEY

Unknown

Unknown

0.0

0.0

Geocode

Cancel



Save Incident

Save Draft

Reset

Next

NOTE: If you do not know the location of the incident you may skip this section.

<div> <div></div> <div>Incident Location</div> </div> <div>* mandatory field</div>	
Incident Location	Enter a descriptive name for the location where the incident occurred, e.g., Main Street High School .
Incident Street	Enter the number (if known) and street.
Incident Cross Street	If the street number is not known, enter the street and cross street, if possible.
Incident City	This field may be left blank if Incident County and Municipality (below) are entered.
Incident Zip code	Enter either the 5-digit code or the zip+4 code. This field may be left blank if enough other fields are defined to produce an acceptable match.
Incident State *	New Jersey is the default. Click  for other selections.
Incident County *	May be left as Unknown if Incident City is defined.
Incident Municipality *	Click  and select a municipality from the drop-down list. This field may be left as Unknown if Incident City is defined. NOTE: The drop-down list is populated with the municipalities within the county selected in the previous field. An empty drop-down list means that you have not defined a county.
Longitude in degrees	Enter a value between 38.25 and 45.0. <i>If longitude and latitude are entered, all other fields in this section can be ignored.</i>
Latitude in degrees	Enter a value between -80.5 and -71.5.

STEP 6

After you have filled in the incident location fields, click **Geocode**. Hippocrates will analyze the information you have entered, determine the closest matches, and list them in the right pane of the section. If an exact match cannot be found, Hippocrates will list the applicable centroids.

EXAMPLE: In the screen shown in Figure 12, Hippocrates was unable to find a match for the address as given; thus the centroids for municipality, county and zip code are listed.

The screenshot shows a web form titled "Incident Location". On the left, there are input fields for: Incident Location (empty), Incident Street (1700 Maple Avenue), Incident Cross Street (empty), Incident City (empty), Incident Zipcode (08520), Incident State (NEW JERSEY), Incident County (MERCER), Incident Municipality (HIGHTSTOWN BORO, MERCER), Longitude in degrees (0.0), and Latitude in degrees (0.0). A "Geocode" button is next to the latitude field. On the right, under "Municipality Centroids", there is a radio button selected next to "Centroid of HIGHTSTOWN BORO municipality". Under "County Centroids", there is a radio button selected next to "Centroid of MERCER county". Under "Zip Centroids", there is a radio button selected next to "Centroid of 08520". A "Show on Map" button is at the bottom right of the results pane. At the bottom of the form are buttons for "Cancel", "Save Incident", "Save Draft", "Reset", and "Next".

Figure 12. Geocode Results

What is Geocoding?

Geocoding is the process of determining the geographical code (geocode) for a street address. This code can then be used for analytical purposes: to place a symbol on a map, calculate a distance, or generate driving directions, for example.

STEP 7


Click ☐ next to the selection that best matches the incident location.


OR

Enter additional (or different) location information and repeat the Geocoding process until Hippocrates returns an acceptable match. Before moving to the next section, be sure that you have selected a match.

STEP 8 Fill in the **Incident Description Details** section (shown below) using the guidelines in the table that follows.

Incident Description Details Section

<div>  Incident Description Details </div>			
Specimen Submitted?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Submitting Organization	<input type="text"/>
Specimen Type	<input type="checkbox"/> LETTER <input type="checkbox"/> PACKAGE <input type="checkbox"/> OTHER <input type="checkbox"/> OPENED <input type="checkbox"/> UNOPENED	If Other - describe	<input type="text"/>
Number Exposed	<input type="text" value="0"/>	Number Decontaminated	<input type="text" value="0"/>
LHD advised to follow up	<input type="radio"/> Yes <input checked="" type="radio"/> No	Meets Credible Threat	<input checked="" type="radio"/> MINIMAL <input type="radio"/> POTENTIAL <input type="radio"/> CREDIBLE
<div> Cancel Save Incident Save Draft Reset Next </div>			

<div>  Incident Description Details </div>	
Specimen Submitted?	Select Yes or No.
Specimen Type	Click one or more checkboxes. Multiple selections are allowed (press and hold the Ctrl key on your keyboard as you click each selection).
If Other - describe	Fill in this field if you selected OTHER for Specimen Type.
Number Exposed	
LHD advised to follow up	
Submitting Organization	
Number decontaminated	
Meets Credible Threat	Click MINIMAL, POTENTIAL or CREDIBLE.

STEP 9 Fill in the **Incident Associated Events** section (shown below) using the guidelines in the table that follows.

Incident Associated Events Section

Incident Associated Events			
Incident Status *	INITIAL	Associated Event	
Assoc. Command Centers *	ATLANTIC CITY MEDICAL CENTER - CITY COOPER UNIVERSITY HOSPITAL HEALTH AUXILIARY COMMAND CENTER HEALTH COMMAND CENTER HOLY NAME HOSPITAL		
Person Reporting Incident		Agency	
Phone (1234567890)		Alternate Phone (1234567890)	
Person Submitting Report		Potential Media Interest	1 2 3 4 5 (5 = highly likely → 1 = unlikely)
<input type="button" value="Cancel"/> <input type="button" value="Save Incident"/> <input type="button" value="Save Draft"/> <input type="button" value="Reset"/> <input type="button" value="Next"/>			

Incident Associated Events		* mandatory field
Incident Status *	Since the incident is being created, this field is automatically set to INITIAL.	
Associated Event	Select from the drop-down list of active events.	
Assoc. Command Centers *	Select one or more Command Centers. To select multiple items, press and hold the Ctrl key on your keyboard as you click each selection.	
Person Reporting Incident		
Agency		
Phone	Use 1234567890 format	
Alternate Phone	Use 1234567890 format	
Person Submitting Report		
Potential Media Interest	Click a selection from 1 (<i>unlikely</i>) to 5 (<i>highly likely</i>).	

STEP 10 Fill in the **Incident Notification** section (shown below) using the guidelines in the table that follows.

Incident Notification Section

Incident Notification			
DHSS Lab Contacted?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Local Police Contacted?	<input type="radio"/> Yes <input checked="" type="radio"/> No	State Epidemiologist Contacted?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Local Police Contact Name	<input type="text"/>	EPI Contact Name	<input type="text"/>
Local Police Contact Phone (1234567890)	<input type="text"/> Ext. <input type="text"/>	EPI Contact Phone (1234567890)	<input type="text"/> Ext. <input type="text"/>
Local Police Contact Time	<input type="text"/>	EPI Contact Time	<input type="text"/>
LHD Contacted?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Hazmat Contacted?	<input type="radio"/> Yes <input checked="" type="radio"/> No
LHD Contact Name	<input type="text"/>	Hazmat Contact Name	<input type="text"/>
LHD Contact Phone (1234567890)	<input type="text"/> Ext. <input type="text"/>	Hazmat Contact Phone (1234567890)	<input type="text"/> Ext. <input type="text"/>
LHD Contact Time	<input type="text"/>	Hazmat Contact Time	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Save Incident"/> <input type="button" value="Save Draft"/> <input type="button" value="Reset"/> <input type="button" value="Next"/>			

Incident Notification	
DHSS Lab Contacted?	Select Yes or No
Local Police Contacted?	Select Yes or No
Local Police Contact Name Phone and Ext. Contact Time	Use 1234567890 format Click and use the date/time selector
LHD Contacted?	
LHD Contact Name Phone and Ext. Contact Time	Use 1234567890 format Click and use the date/time selector
State Epidemiologist Contacted?	
EPI Contact Name Phone and Ext. Contact Time	Use 1234567890 format Click and use the date/time selector
Hazmat Contacted?	
Hazmat Contact Name Phone and Ext. Contact Time	Use 1234567890 format Click and use the date/time selector


STEP 11 Fill in the **Email Notification** section (shown below) using the guidelines in the table that follows.


Email Notification Section


Email Notification	
	<ul style="list-style-type: none"> Click + next to a folder to expand it (shown here). Click the box next to each name that you wish to notify. Click again to deselect.
<p>Additional Email Address</p>	<ul style="list-style-type: none"> You can add a recipient to the list as follows: Enter the recipient's first name, last name and email address; then click Add Email. The name will appear under Additional Email Address (see Figure 13). Repeat to add additional recipients. To change an entry, click Edit, make the necessary changes, then click Add Email. To delete an entry, click Remove.

Figure 13. Adding Email Addresses – Add Incident Screen

STEP 12

Click  at the bottom of this or any other section to save the incident and close the Add Incident screen.

If you have left a mandatory field empty or entered data that is invalid, Hippocrates will prompt you to make the necessary changes. When you click  to the prompt, the applicable section is expanded and the cursor is placed in the referenced field.

When the incident has been saved, a success message is displayed. If you have the appropriate user privileges for the Healthcare System Resources module, the success message will include a  button, allowing you to send a survey to one or more medical facilities without leaving the Command Center Console. For information about creating surveys, see the Healthcare System Resources chapter of the Hippocrates User Manual.

Received Email Notification Example

Figure 14 shows an example of an email notification received when an incident is created. NOTE: The format of the received email depends on the recipient's default email program.

To	email.recipient@domain.gov
cc	
Subject	CHEMICAL SPILL ON I-95

Detailed Description:

TRUCK CARRYING UNIDENTIFIED CAUSTIC CHEMICALS OVERTURNED ON I-95

Figure 14. Email Notification for a New Incident

Modify Incident

The Modify Incident screen is used to add or change the information in an incident record. Figure 15 shows the opening view of the Modify Incident screen. The screen contains six sections. As with the Add Incident screen, when the Modify Incident screen is opened, the first section is expanded so that the contents are visible.

Typically, an incident is modified in order to:

- Associate an incident with an event
- Update the Hippocrates database with recent information
- Email additional people with information about the incident

When an incident has been modified:

- An **email is sent** to any addresses added to the **Email Notification** section of the incident record. (See pages 29 and 29 for examples.)
- The news ticker is not affected.

Hippocrates | WELCOME USER | HOMELAND SECURITY ADVISORY SYSTEM **Elevated** | CONTACT US | LINKS | HELP | SEARCH | LOGOUT | NJ DEPT OF HEALTH & SENIOR SERVICES

HEALTH INFRASTRUCTURE PREPAREDNESS AND EMERGENCY RESPONSE | **Command Center Console** | Healthcare System Resources | Interactive Mapping | Communication Channels

9:43:02 EST 11/9/2006 | Incidents | Events | Logs | Action Items | Image / Video Gallery | Sign In/Out | Shift Notes | Reports

View all Incidents | Add Incident | Find / Modify Incident

Incident Type

Incident Type *	NATURAL DISASTER	Temporary IAR No. *	20061019VLR001 (yyymmddABC001)
Incident Title *	BRIDGE CLOSED	Incident Date & Time *	10-19-2006 06:25:46
Incident Description *	BRIDGE CLOSED DUE TO FLOODING	Priority Level	<input type="radio"/> Routine <input checked="" type="radio"/> High
		Add to Ticker	<input checked="" type="radio"/> Yes <input type="radio"/> No

Cancel | Update Incident | Reset | Next

Incident Location

Incident Description Details

Incident Associated Events

Incident Notification

Email Notification

HURRICANE WARNING ISSUED FOR CAPE MAY, NJ



This system is restricted to authorized users. Copyright ©2006-2007 NJDHSS OITS. All rights reserved. [Release Notes](#)

Figure 15. Modify Incident Screen

Modify Incident Screen Features

Expanding/Collapsing a section

Each section of the Modify Incident screen can be expanded and collapsed to enter and view information about the incident.

You can open and close any section by clicking  and .

An expanded section has an **Orange Header** and is preceded by .

A collapsed section has a **Blue Header** and is preceded by .

Mandatory fields

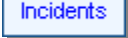
Fields marked with an asterisk (*) are mandatory—i.e., they must contain data for the incident to be successfully updated. The Modify Incident screen contains a mandatory **Updates** field, which was not present in the Add Incident screen. When the incident was created all mandatory fields were filled in, however, some of these fields can be changed in the Modify Incident screen. In most cases, if you try to proceed to a subsequent field or section while leaving a mandatory field empty, Hippocrates will prompt you to fill it in.

End-of-section buttons

A set of buttons is located at the bottom of each section of the Modify Incident screen. The functions of these buttons are described in Table 3 on page 28.

PROCEDURE: Modify Incident

STEP 1


Click  on the Command Center Console function bar to display the **View All Incidents** screen.

STEP 2

Locate the incident record you wish to modify. To do this:

- From the **View All Incidents** screen: Sort the records (or reverse the sort) by clicking the appropriate column heading. For more about the sorting feature, see page 4.

OR

- Click  on the Incidents activity bar, then use the Search feature to display a subset of the incident list. For more about the Search feature, see page 7.

STEP 3

Open the incident you wish to modify by clicking its **IAR No** (Incident Action Number)

STEP 4 Change or add information to the incident as desired, using the guidelines in the tables that follow.

In general, the Modify Incident procedure is similar to the Add Incident procedure (page 16), with the exceptions described in the tables below.

[-] Incident Type*	
Incident Type *	These fields cannot be edited.
Incident Title *	
Incident Description *	
Temporary IAR No. *	
Incident Date & Time *	
Priority Level	Select Routine or High
Add to Ticker	Select Yes or No

[-] Incident Associated Events	
Incident Status *	This field is automatically set to UPDATE . To close out an incident, use the drop-down list to change incident status to CLOSEOUT .
Updates *	See Figure 16. An Updates field (not present in the Add Incident screen) is displayed. This field cannot be left blank. If the incident has been previously modified, the contents of the Updates field for the prior modification(s) are displayed in a separate text box in this section.
Assoc. Command Centers	You may change the associated Command Center or associate multiple Command Centers (press and hold the Ctrl key on your keyboard as you click each selection).

[-] Email Notification	
The recipients you selected to receive Add Incident notification remain selected in the Modify Incident screen. You may select, deselect, and/or add names as desired.	







Updates *	Enter details about the third update here.
	SECOND UPDATE 11-20-2006 09:32:43 (USER) THIS IS THE FIRST UPDATE FOR THIS INCIDENT. 11-20-2006 09:31:53 (TESTUSER)

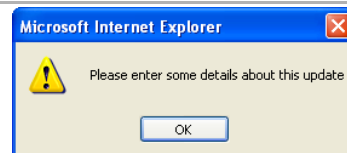
Figure 16. Updates Field – Modify Incident Screen

STEP 5 When you have made the necessary changes to the incident record, click one of the end-of-section buttons shown in Table 3.

NOTE: When modifying a Draft incident, the end-of-section buttons are the same as those in the Add Incident screen. (See page 17.)

Table 3. End-of-Section Buttons – Modify Incident Screen

	Closes the current section and opens the subsequent one.
	Clears all fields in the current section or restores them to default values. <i>Does not affect any other section.</i>
	Saves your changes and closes the Modify Incident screen. NOTE: If you have not entered data in the Updates field you will be prompted to do so, as shown here. Clicking  places the cursor in the Updates field.
	Abandons the Modify Incident process and displays the View All Incidents screen. Any changes you have made to the current Modify Incident screen are removed.
	Appears at the bottom of the Email Notification section if you have appropriate user privileges for the Healthcare Systems Resources module. Click this button to send a survey to one or more medical facilities without exiting the CCC module. For information about creating surveys, see the Healthcare System Resources chapter of the Hippocrates User Manual.



Received Email Notification Example

Figure 17 and Figure 18 are examples of email notification received when an incident is modified for the first and second time, respectively. NOTE: The format of the received email depends on the recipient's default email program.

To	email.recipient@domain.gov
cc	
Subject	CHEMICAL SPILL ON I-95

Detailed Description:

TRUCK CARRYING UNIDENTIFIED CAUSTIC CHEMICALS OVERTURNED ON I-95

Updates:

This is the first update entered for this incident
11/09/2006 10:38:42 (USER)

Figure 17. Email Notification for a Modified Incident (Example 1)

To	email.recipient@domain.gov
cc	
Subject	CHEMICAL SPILL ON I-95

Detailed Description:

TRUCK CARRYING UNIDENTIFIED CAUSTIC CHEMICALS OVERTURNED ON I-95

Updates:

This is the second update
11/09/2006 10:45:02 (USER)
This is the first update entered for this incident
11/09/2006 10:38:42 (USER)

Figure 18. Email Notification for a Modified Incident (Example 2)

Events

The Events function is accessed by clicking [Events](#) on the CCC function bar. There are three event-related activities:

- View All Events
- Add Event
- Find/Modify Event

Each of these is accessible from the Events activity bar, shown below.

View All Events	Add Event	Find/Modify Event
---------------------------------	---------------------------	-----------------------------------

The current activity is indicated with **orange text**. The default activity (i.e., the opening screen) for the Events function is **View All Events**.

View All Events

The **View All Events** screen presents a tabular overview of all events, whether open or closed. An example is shown in Figure 19.

Event Name	Start/Activation Date ▼	End/Activation Date	Command Center
DEMO ACTIVATION	2006-10-18 10:43:41.0	2006-10-18 11:03:00.0	ATLANTIC CITY MEDICAL CENTER - CITY
HURRICANE ALPHA TO IMPACT NJ	2006-10-17 16:33:57.0		ATLANTIC CITY MEDICAL CENTER - CITY
HURRICANE ALPHA TO IMPACT NJ	2006-10-17 15:58:58.0		HEALTH COMMAND CENTER
10-16-06 TEST EVENT	2006-10-16 10:00:29.0	2006-10-16 14:04:31.0	ATLANTIC CITY MEDICAL CENTER - CITY
SIGN-OUT EVENT	2006-10-15 15:43:07.0	2006-10-17 13:30:56.0	COOPER UNIVERSITY HOSPITAL
TEST EVENT	2006-09-07 11:32:35.0	2006-10-16 15:39:50.0	CAPITAL HEALTH SYSTEM - FULD
TEST EVENT - EMPLOYEE TRAINING FOR COMMAND CENTER CONSOLE	2006-08-29 11:00:18.0	2006-10-16 15:40:30.0	
ROBERT WOOD JOHNSON STRIKE	2006-08-24 11:58:08.0	2006-10-16 15:40:48.0	
SR TEST EVENT - ACC	2006-08-22 13:49:34.0	2006-10-16 15:39:21.0	ATLANTIC CITY MEDICAL CENTER - CITY
TEST EVENT	2006-08-21 14:51:16.0	2006-08-21 14:51:16.0	

Figure 19. View All Events Screen

Notice that when multiple Command Centers are activated for an event, each Command Center is listed separately. For example, in Figure 19, two Command Centers (ATLANTIC CITY MEDICAL CENTER - CITY and HEALTH COMMAND CENTER) have been activated for the event **HURRICANE ALPHA TO IMPACT NJ**.

View All Events Screen Features

Sorting

Click a [Column Heading](#) to sort the event records on that field (event name, Command Center, etc.) or to reverse the sort direction.



Records sorted in *ascending* order (from A–Z or 1–last)



Records sorted in *descending* order (from Z–A or last–1)

Navigation

[Next](#) – displays the next 10 events

[Previous](#) – displays the previous 10 events

[First](#) – displays events 1 through 10

[Last](#) – displays the last 10 events

Opening an Event

To view event details or to modify an event, open the event record by clicking the corresponding [Event Name](#).

Add Event

The Add Event screen is used to create an event and add it to the Hippocrates database. Figure 20 shows the opening view of the Add Event screen.

The Add Event screen is divided into sections. When the screen is opened, only the first section (**Event Type**) is visible. *The number and contents of the remaining sections depends on the type of event you are adding.*

There are two types of events defined in Hippocrates:

General Event – an event that has not yet activated a Command Center.

Activating Event – an event that activates one or more Command Centers.

Typically, a General Event is added to the Hippocrates database in the early stages of an event—i.e., before any Command Centers have been stood up and any event-related incidents have occurred. When the first Command Center is stood up in response to an event, the General Event is converted into an Activating Event.

When an event is created:

- The **news ticker** is automatically updated to include the name, date and time of the new event. If the event has activated a Command Center, that Command Center will also be listed in the news ticker. (The news ticker can be edited manually by users with Site Admin privileges. See page 11 for more about the news ticker.)
- A **log entry** is automatically generated. The title of the log entry is the same as the event title. Logs are discussed further on page 48.



- If you have added an activating event, an **email is sent** to the addresses listed in the **Email Notification** section of the Add Event screen. An example email is shown on page 40.

Figure 20. Add Event Screen

Add Event Screen Features

Expanding/collapsing a section

Each section of the Add Event screen can be expanded and collapsed to enter and view event information.

You can open and close any section by clicking  and .

An expanded section has an **Orange Header** and is preceded by .

A collapsed section has a **Blue Header** and is preceded by .




Mandatory fields

Fields marked with an asterisk (*) are mandatory—i.e., they must contain data for the event to be successfully added to the Hippocrates database. In most cases, if you try to proceed to a subsequent field or section without filling in a mandatory field, Hippocrates will prompt you to fill it in.

End-of-Section buttons

A set of buttons is located at the bottom of each section of the Add Event screen. The buttons included in each section depend not only on the section itself but on the type of event (General or Activating) that you are adding. For reference purposes, the end-of-section buttons are explained in Table 4.


Table 4. End-of-Section Buttons – Add Event Screens


	Closes the current section and opens the subsequent one.
	Abandons the Add Event process and displays the View All Events screen.
	Saves the event and closes the Add Event screen.

The procedure for adding a **General Event** follows.
To add an **Activating Event**, follow the procedure that begins on page 36.

PROCEDURE: Add Event (General Event only)

- STEP 1

Click  on the Command Center Console function bar.
- STEP 2

Click  on the Events activity bar.
- STEP 3

Fill in the **Event Type** section (shown below) using the guidelines in the table that follows.

Event Type Section

Event Type


Event Name*

Event Type *



Event Description *

Cancel

Next

<div><div></div> Event Type</div>		<i>* mandatory field</i>
Event Name *	Enter a name for the event	
Event Type *	Click  and select GENERAL	
Event Description *	Enter a description of the event	





- STEP 4



Click  to move to the next section or  to abandon the Add Event process and return to the **View All Events** screen.

STEP 5 Fill in the **Event Details** section (shown below) using the guidelines in the table that follows.

Event Details Section

Event Details	
Event Start Date *	Event End Date
  clear	  clear
<input type="button" value="Save Event"/> <input type="button" value="Cancel"/>	

<div>  Event Details * mandatory field </div>	
Event Start Date *	<ul style="list-style-type: none"> Click  to open the date/time selector. Click  to enter the current date and time. <p>OR</p> <ul style="list-style-type: none"> Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds. Click the desired date, using \leq or \geq to change the month if necessary. Click 
Event End Date	Follow the above procedure for Event Start Date. Typically, however, this field is left blank when adding an event and filled in later from the Modify Event screen.

STEP 6 Click  to save the event and close the Add Event screen, or click  to abandon the Add Event process and return to the **View All Events** screen. When the event has been saved, a success message is displayed.

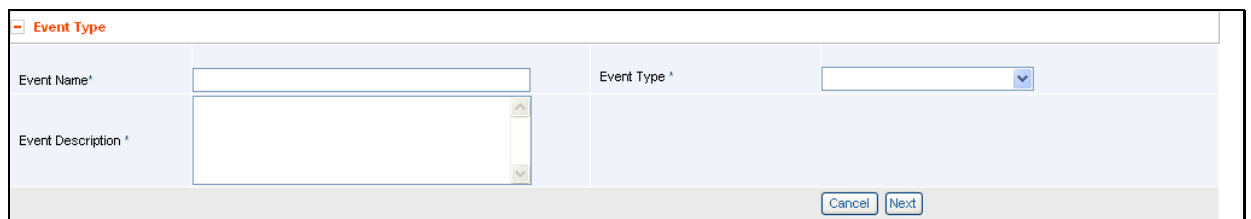
PROCEDURE: Add Event (Activating Event Only)



STEP 1 Click  on the Command Center Console function bar.



STEP 2 Click  on the Events activity bar.

STEP 3 Fill in the **Event Type** section (shown below) using the guidelines in the table that follows:

Event Type Section







 Event Type * mandatory field	
Event Name *	Enter a name for the event.
Event Type *	Click  and select ACTIVATE COMMAND CENTER .
Event Description *	Enter a description of the event.


STEP 4 Click  to move to the next section or  to abandon the Add Event process and return to the **View All Events** screen.

STEP 5 Begin filling in the **Event Details** section (shown below) using the guidelines in the table that follows.



Event Details Section

<div> <div></div> Event Details (partial) <div>* mandatory field</div> </div>	
Associated Command Center *	<p>Click  and select a Command Center from the list:</p> <ul style="list-style-type: none"> ATLANTIC CITY MEDICAL CENTER - CITY COOPER UNIVERSITY HOSPITAL HEALTH AUXILIARY COMMAND CENTER HEALTH COMMAND CENTER HOLY NAME HOSPITAL JERSEY CITY MEDICAL CENTER HOSPITAL MORRISTOWN MEMORIAL HOSPITAL ROBERT WOOD JOHNSON UNIV HOSPITAL SAINT BARNABAS MEDICAL CENTER SOMERSET MEDICAL CENTER UMDNJ – UNIVERSITY HOSPITAL
Activation Date	<ul style="list-style-type: none"> Click  to open the date/time selector. Click  to enter the current date and time. <p>OR</p> <ul style="list-style-type: none"> Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds. Click the desired date, using \leq or \geq to change the month as necessary. Click 
Deactivation Date	<p>Follow the above procedure for Activation Date.</p> <p>NOTE: Typically, this field is left blank when adding an event and filled in later from the Modify Event screen.</p>

STEP 6

Click . If you are activating a Command Center, it will be listed under **Active Command Centers**.

Repeat the previous steps as necessary to activate additional Command Centers. In the example in Figure 21, three Command Centers have been activated.

To edit the Active Command Center list, click  next to the entry you wish to change. That entry will move to the Associated Command Center fields where you can make the necessary changes. To abandon the editing process, click .

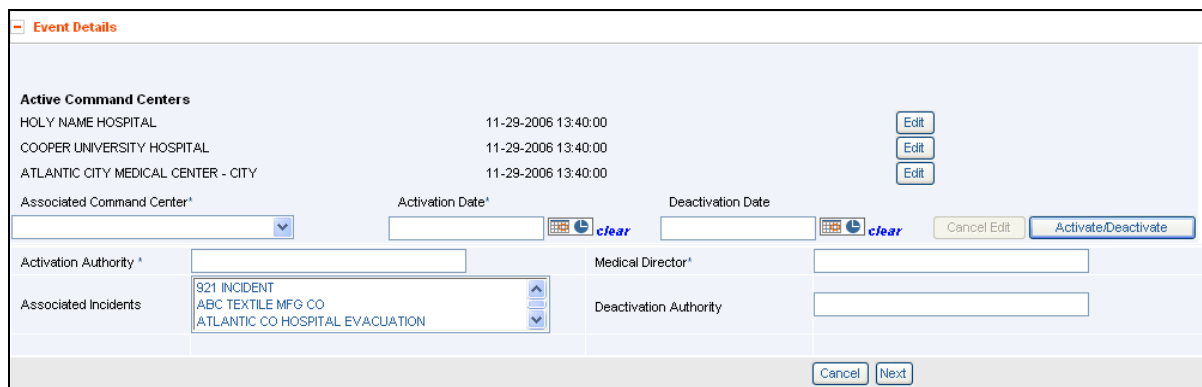






Figure 21. Active Command Centers List – Add Event Screen

STEP 7

Continue filling in the *Event Details* section (shown above) using the guidelines in the table that follows.

 Event Details (partial)		* mandatory field
Activation Authority *		
Medical Director *		
Associated Incidents	Click  and select an incident from the drop-down list. To select multiple incidents, press and hold the Ctrl key on your keyboard as you click each selection.	
Deactivation Authority		

STEP 8

Click  to move to the next section or  to abandon the Add Event process and return to the **View All Events** screen.

STEP 9 Fill in the **Email Notification** section (shown below) using the guidelines in the table that follows.

NOTE: This section applies to Activating Events only. There is no Hippocrates email notification for a General Event.

Email Notification Section

Email Notification



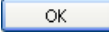
- OFFICE OF THE COMMISSIONER
- COMMUNICABLE DISEASE SERVICE
- HIPER
- HOSPITALS
- LABORATORY
- IT
- FBI
- NJ OFFICE OF HOMELAND SECURITY
- HHS
- NJSP
- OTHER
- MCC

Additional Email Address

First Name Last Name Email

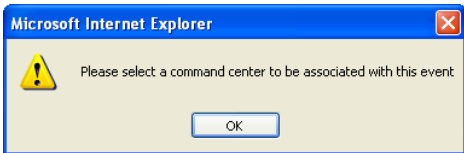

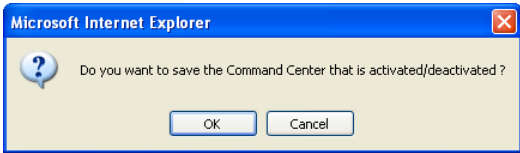

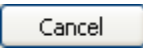
Email Notification	
	<ul style="list-style-type: none"> Click + next to a folder to expand it (shown here). Click the box next to each name that you wish to notify. Click again to deselect.
<p>Additional Email Address</p>	<p>You may add a recipient to the list as follows:</p> <ul style="list-style-type: none"> Enter the recipient's first name, last name and email address, then click <input type="button" value="Add Email"/>. The name will appear under Additional Email Address (Error! Reference source not found.). Repeat to add additional recipients. To change an entry, click <input type="button" value="Edit"/>, make the necessary changes, then click <input type="button" value="Add Email"/>. To delete an entry, click <input type="button" value="Remove"/>.

STEP 10

Click  to save the event and close the Add Event screen, or click  to abandon the Add Event process and return to the **View All Events** screen. When the event has been saved, a success message is displayed. If you have left a mandatory field empty or entered data that is invalid, Hippocrates will prompt you to make the necessary changes. When you click  to the prompt, the applicable section is expanded and the cursor is placed in the referenced field.

See Table 5 for an explanation of two error messages that new Hippocrates users typically encounter.

Table 5. Common Error Messages for Add Event

Error Message	Meaning
	<p>Although you highlighted a Command Center, you did not click </p>
	<p>After activating one or more Command Centers, you highlighted a Command Center but did not click </p> <p>If you click , the event will be saved without activating the Command Center you highlighted.</p>

Received Email Notification Example

Figure 22 shows an example of an email notification received when an activating event is created. NOTE: The format of the received email depends on the recipient's default email program.

To	email.recipient@domain.gov
cc	
Subject	NAME OF ACTIVATING EVENT
Event – NAME OF ACTIVATING EVENT	
Detailed Description:	

CONTENTS OF EVENT DESCRIPTION FIELD	

Figure 22. Activating Event Email Notification

Modify Event

The Modify Event screen is used to add or change the information in an event record. The opening view of the Modify Event screen is shown in Figure 23.

Typically, an event is modified in order to:

- Update the Hippocrates database with recent information
- Email additional people with information about the event

When an event has been modified:

- An **email is sent** to any addresses added to the **Email Notification** section of the event record. See Figure 17 and Figure 18 (beginning on page 29) for examples of the received email.

NOTE: Modifying an event does not affect the news ticker.

The screenshot displays the 'Hippocrates' web application interface for modifying an event. The top navigation bar includes links for 'SITE ADMIN', 'WELCOME USER', 'DHS HOMELAND SECURITY ADVISORY SYSTEM', 'Elevated', 'CONTACT US', 'LINKS', 'HELP', 'LOGOUT', and 'SEARCH'. The 'Command Center Console' is active, showing tabs for 'Incidents', 'Events', 'Logs', 'Action Items', 'Image / Video Gallery', 'Sign In/Out', 'Shift Notes', and 'Reports'. The main form area is titled 'Event Type' and contains the following fields and sections:

- Event Name:** HURRICANE ALPHA TO IMPACT NJ
- Event Description:** HURRICANE ALPHA HEADED TOWARD MID-ATLANTIC COAST. EXPECTED LANDFALL IN 48 HOURS AS CATEGORY 4.
- Event Type:** ACTIVATE COMMAND CENTER
- Active Command Centers:**
 - ATLANTIC CITY MEDICAL CENTER - CITY (10-17-2006 16:33:57)
 - HEALTH COMMAND CENTER (10-17-2006 15:58:58)
- Associated Command Center:** (Dropdown menu)
- Activation Date:** (Text field with 'clear' button)
- Deactivation Date:** (Text field with 'clear' button)
- Activation Authority:** J LANGENBACH
- Medical Director:** B MONTANA
- Associated Incidents:**
 - 921 INCIDENT
 - EVACUATION ORDERED FOR ATLANTIC CO HOSPITALS
 - FACTORY BOILER EXPLOSION AND FIRE
- Event Updates:** ATLANTIC CITY MEDICAL CENTER HCC ACTIVATED 10-18-2006 16:34:33 (VROZA)
- Deactivation Authority:** (Text field)
- Email Notification:** (Section with 'Cancel' and 'Next' buttons)



The status bar at the bottom indicates the current event: 'HA TO IMPACT NJ (HEALTH COMMAND CENTER)[15:59:23 - 10/18/06] 10.0% of Hospitals are on complete'. A footer note states: 'This system is restricted to authorized users. Copyright ©2006 NJDHSS OITS. All rights reserved.'

Figure 23. Modify Event Screen

Modify Event Screen Features

Expanding/Collapsing a section

Each section of the Modify Event screen can be expanded and collapsed to enter and view event information.

You can open and close any section by clicking  and .

An expanded section has an **Orange Header** and is preceded by .

A collapsed section has a **Blue Header** and is preceded by .






Mandatory fields

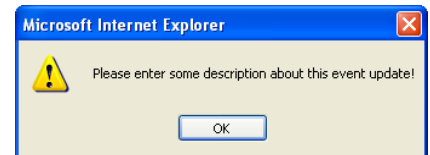
Fields marked with an asterisk (*) are mandatory—i.e., they must contain data for the event to be successfully updated. The Modify Event screen contains a mandatory **Event Updates** field, which was not present in the Add Event screen.

End-of-section buttons

A set of buttons is located at the bottom of each section of the Modify Event screen. These buttons are explained in Table 6.

Table 6. End-of-Section Buttons – Modify Event Screen


	Closes the current section and opens the subsequent one. Applies to General Events only.
	Abandons the Modify Event process and displays the View All Events screen. Any changes you have made to the current Modify Event screen are removed.
	Appears at the end of a General Event record. Converts the event into an Activating Event, displaying two new sections: Event Type and Email Notification (Figure 24).
	Saves the updates and closes the Modify Event screen. NOTE: If you have not entered data in the Updates field you will be prompted to do so. Clicking  to the prompt places the cursor in the Updates field.



A **General Event** can be modified in only two ways: it can be closed, or it can be converted into an Activating Event. The procedure for modifying a General Event starts on page 43.

An **Activating Event** is modified primarily to activate/deactivate one or more Command Centers To modify an Activating Event, follow the procedure that starts on page 46.


PROCEDURE: Modify Event (General Event only)

STEP 1 Click  on the Command Center Console function bar to display the **View All Events** screen.

STEP 2 Locate the event record you wish to modify. To do this:

- From the **View All Events** screen: Sort the records (or reverse the sort) by clicking the appropriate column heading. Details about the sorting feature can be found on page 4.


OR




- Click  on the Events activity bar, then use the Search feature to display a subset of the event list. The Search feature is described in detail beginning on page 7.

STEP 3 Open the event you wish to modify by clicking its [Event Name](#).


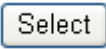
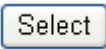
STEP 4 Change or add information to the event as desired, using the guidelines that follow as a reference.


There are only two ways to modify a General Event:

- Close it by entering an Event End Date
- Click  to change the event to an Activating Event.


Event Name	TEST EVENT 1	Event Type	GENERAL EVENT
Event Description	TEST		
Event Start Date *	11-29-2006 13:17:26	Event End Date *	
<div>    </div>			

Event Name *	These fields cannot be edited. .
Event Type *	
Event Description *	
Event Start Date *	This field may be changed only if you are also entering an end date.
Event End Date *	If you are closing the event:


	<ul style="list-style-type: none">▪ Click  to open the date/time selector.▪ Click  to enter the current date and time. <p><i>OR</i></p> <ul style="list-style-type: none">▪ Click the time fields and use the keyboard to enter the desired values.▪ Click the desired date, using \leq or \geq to change the month as necessary.▪ Click .
--	--

STEP 5 Click  to close the event record without saving any changes.

OR

Click  to update the event record with your changes. When the event has been updated, a success message is displayed.

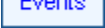

OR





Click  to convert the event to an Activating Event. The Modify Event screen will expand to include the fields related to an Activating Event. (See Figure 24.)



Event Type			
Event Name *	EVENT TEST	Event Type	ACTIVATE COMMAND CENTER
Event Description	TEST		
Event Start Date *	04-02-2007 15:09:44	Event End Date	<input type="text"/> clear
Active Command Centers			
Associated Command Center *	Activation Date *	Deactivation Date	
<input type="text"/>	<input type="text"/> clear	<input type="text"/> clear	<input type="button" value="Cancel Edit"/> <input type="button" value="Activate/Deactivate"/>
Activation Authority *	Associated Incidents	Medical Director *	Event Updates *
<input type="text"/>	<div>921 INCIDENT</div> <div>ABC TEXTILE MFG CO</div> <div>ATLANTIC CO HOSPITAL EVACUATION</div>	<input type="text"/>	<input type="text"/>
Deactivation Authority	<input type="text"/>		
<input type="button" value="Cancel"/> <input type="button" value="Next"/>			
Email Notification			
<div> <input checked="" type="checkbox"/> OFFICE OF THE COMMISSIONER <input checked="" type="checkbox"/> COMMUNICABLE DISEASE SERVICE <input checked="" type="checkbox"/> HIPER <input checked="" type="checkbox"/> HOSPITALS <input checked="" type="checkbox"/> LABORATORY <input checked="" type="checkbox"/> IT <input checked="" type="checkbox"/> FBI <input checked="" type="checkbox"/> NJ OFFICE OF HOMELAND SECURITY <input checked="" type="checkbox"/> HHS <input checked="" type="checkbox"/> NJSP <input checked="" type="checkbox"/> OTHER <input checked="" type="checkbox"/> MCC </div>			
Additional Email Address			
First Name	Last Name	Email	<input type="button" value="Add Email"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Cancel"/> <input type="button" value="Update Event"/>			

Figure 24. Converting a General Event to an Activating Event

PROCEDURE: Modify Event (Activating Event only)

- STEP 1** Click  on the Command Center Console function bar to display the **View All Events** screen.
- STEP 2** Locate the event record you wish to modify. To do this:
- From the **View All Events** screen: Sort the records (or reverse the sort) by clicking the appropriate column heading. See page 4 for more about sorting.
- OR*
- Click  on the Events activity bar; then use the Search feature to display a subset of the event list. The Search feature is described in detail beginning on page 7.
- STEP 3** Open the event you wish to modify by clicking its **Event Name**.
- STEP 4** Change or add information to the event as desired, using the guidelines that follow as a reference.


 Event Type * mandatory field	
Event Name *	These fields cannot be edited.
Event Type	
Event Description *	
Active Command Centers	
	<p>To deactivate a Command Center:</p> <ul style="list-style-type: none"> ▪ Click  next to that entry to move it into the Associated Command Center field. <p>NOTE: You may click  to abandon the deactivation process without leaving the Modify Event screen.</p> <ul style="list-style-type: none"> ▪ Enter the Deactivation Date using the date/time selector. ▪ Click . The deactivated Command Center will appear at the bottom of the Active Command Center list with the deactivation date/time next to it. ▪ Fill in the Deactivation Authority field. <p>This procedure can also be used to change the activation date of a Command Center.</p>

	<p>To activate an additional Command Center:</p> <ul style="list-style-type: none"> ▪ In the Associated Command Center field, click  and make a selection from the drop-down list. ▪ Enter the Activation Date using the date/time selector. ▪ Click . ▪ Fill in the Activation Authority and Medical Director fields.
--	--


 **Email Notification**

The recipients you selected to receive Add Event notification remain selected in the Modify Event screen. You may select, deselect, and/or add names as desired.

STEP 5 Enter text into the Event Updates field.

STEP 6 Click  to close the event record without saving any changes you have made.

OR

Click  to update the event record with your changes. When the event has been updated a success message is displayed.

Logs

The Logs function is accessed by clicking [Logs](#) on the CCC function bar. There are three activities associated with logs:

- View All Logs
- Add Log
- Find/Modify Log


Each of these is accessible from the Logs activity bar, shown below.

View All Logs	Add Log	Find/Modify Logs
-------------------------------	-------------------------	----------------------------------

The current activity is indicated with **orange text**. The default activity (i.e., the opening screen) for the Logs function is **View All Logs**.

View All Logs

The **View All Logs** screen presents a tabular overview of all log entry records in the Hippocrates database. An example is shown in Figure 25.



Hippocrates

HEALTH INFRASTRUCTURE PREPAREDNESS AND EMERGENCY RESPONSE

WELCOME

USER

HOMELAND SECURITY ADVISORY SYSTEM

Elevated


CONTACT US

LINKS

HELP

SEARCH

LOGOUT



Command Center Console

8:51:47 EST 12/14/2006

Incidents

Events

Logs

Action Items

Image / Video Gallery

Sign In/Out

Shift Notes

Reports

View all Logs

Add Log

Find / Modify Logs

1 to 10 of 168

Next

Last

Log Entry Name	Incident/Event Name	Command Center	Created/Update Time
INCIDENT HURRICANE BETA CC SOMERSET	HURRICANE BETA	SOMERSET CAPITAL HEALTH SYSTEM	2006-12-13 16:04:00.0
12-13-06 15:30 STATUS		COOPER UNIVERSITY HOSPITAL	2006-12-13 15:48:20.0
12-13-06 15:00 STATUS		COOPER UNIVERSITY HOSPITAL	2006-12-13 15:40:03.0
E-COLI OUTBREAK	E-COLI OUTBREAK	ATLANTIC CITY MEDICAL CENTER - CITY	2006-12-13 15:27:06.0
FACTORY BOILER EXPLOSION	FACTORY BOILER EXPLOSION	HEALTH AUXILIARY COMMAND CENTER	2006-12-13 15:27:06.0
HOLY NAME GENERATOR FAILURE	HOLY NAME GENERATOR FAILURE	HOLY NAME HOSPITAL	2006-12-13 14:14:05.0
HURRICANE WARNING ISSUED	HURRICANE WARNING ISSUED	HEALTH COMMAND CENTER	2006-12-13 14:08:21.0
E-COLI OUTBREAK	E-COLI OUTBREAK	ATLANTIC CITY MEDICAL CENTER - CITY	2006-12-13 14:05:03.0
FACTORY BOILER EXPLOSION	FACTORY BOILER EXPLOSION	HEALTH AUXILIARY COMMAND CENTER	2006-12-13 14:00:26.0
OYSTER CREEK	OYSTER CREEK [CLOSED]	ATLANTIC CITY MEDICAL CENTER - CITY	2006-12-13 13:55:24.0

1 to 10 of 168

Next

Last

↑ ↓ 16 - 09/29/06]

State EOC reporting Ocean City Longport bridge closed due to flooding[01:26:43 - 09/29/06]

This system is restricted to authorized users. Copyright ©2006 NJDHSS OITS. All rights reserved.

Figure 25. View All Logs Screen

Activities that create Log Entries

A log entry is **automatically** created when:

- An incident is created or updated. In this case, the name of the log entry is the same as the incident name.
- An event is created or updated. In this case, the name of the log entry is the same as the event name.

A log entry can be created **manually** using the Add Log screen. The title of the log entry, the Command Center, and the associated incident/event (if any) are entered by the user.

View All Logs Screen Features

Sorting

Click a [Column Heading](#) to sort the log entries on that field (log entry name, Command Center, etc.) or to reverse the sort direction.



Records sorted in *ascending* order (from A–Z or 1–last)



Records sorted in *descending* order (from Z–A or last–1)

Navigation

[Next](#) – displays the next 10 log entries

[Previous](#) – displays the previous 10 log entries

[First](#) – displays log entries 1 through 10

[Last](#) – displays the last 10 log entries

Opening a Log Entry

Click a [Log Entry Name](#) to open that record in order to view or modify it.

NOTE: Not all log entries can be modified; for more about modifying log entries, see page 51.

Opening an Incident or Event record from View All Logs

You can open an incident or event record through the View All Logs screen by clicking the name of the incident or event in the [Incident/Event Name](#) column.

See page 25 for more information about **modifying an incident** and page for 41 **modifying an event**.

Add Log

The Add Log screen (Figure 26) is used to manually add a log entry to the Hippocrates database.

Figure 26. Add Log Screen


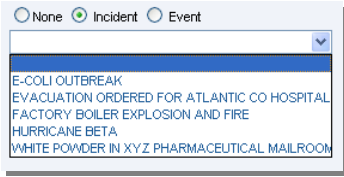


PROCEDURE: Add Log

STEP 1 Click  on the Command Center Console function bar.

STEP 2 Click  on the Logs activity bar.

STEP 3 Fill in the fields in the Add Log screen as follows:

** mandatory field*

Command Center *	Click  and select the Command Center where you are signed in.
Incident/Event	Click the Incident or Event radio button to display a drop-down list of incidents or events, then select one from the list. 
Log Entry *	Enter a name for the log entry.
Entry Date/Time *	<ul style="list-style-type: none"> Click  to open the date/time selector. Click  to enter the current date and time <p>OR</p>

	<ul style="list-style-type: none"> Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds. Click the desired date, using \leq or \geq to change the month as necessary. Click <input type="button" value="Select"/>
Log Entry Detail *	Enter log information.

STEP 4 Click to clear all fields in the screen. Click to abandon the process and return to **View All Logs**. Click to save the log and close the Add Log screen. When the log has been saved, a success message is displayed.

Modify Log


The Modify Log screen (Figure 27) is used to add to or change the information in a log entry record.

Not all log entries can be modified:

- Log entries that can be modified include manual entries and entries resulting from Add Incident or Add Event.
- Log entries resulting from Modify Log, Modify Incident or Modify Event **cannot be modified**. This includes entries generated when an incident or event is updated through the View All Logs screen.

Figure 27. Modify Log Screen


PROCEDURE: Modify Log

STEP 1 Click  on the Command Center Console function bar to display the **View All Logs** screen.

STEP 2 Locate the log entry you wish to modify. To do this:



- From the **View All Logs** screen: Sort the records (or reverse the sort) by clicking the appropriate column heading. For more about the sorting feature, see page 4.

OR

- Click  on the Logs activity bar, then use the Search feature to display a subset of the log entry list. See page 7 for more about the Search feature.

STEP 3 Open the log entry you wish to modify by clicking its [Log Entry Name](#).

STEP 4 Click and enter text in the Log Entry Detail field.

STEP 5 Click  to save your changes, or click  to abandon the Modify process and return to the **View All Logs** screen. When the update has been saved, a success message is displayed.

Action Items

The Action Items function is accessed by clicking [Action Items](#) on the CCC function bar. There are three activities associated with Action Items:

- View All Action Items
- Add Action Item
- Find/Modify Action Item

Each of these is accessible from the Action Items activity bar, shown below.


View All Action Items	Add Action Item	Find/Modify Action Items
---------------------------------------	---------------------------------	--

The current activity is indicated with **orange text**. The default activity (i.e., the opening screen) for the Action Items function is **View All Action Items**.

View All Action Items

The **View All Action Items** screen presents a tabular overview of all action items in the Hippocrates database. An example is shown in Figure 28.

An action item does not have a unique name but is identified by the incident it is associated with.



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13:59:56 EST 12/14/2006

Incidents

Events

Logs

Action Items

Image / Video Gallery

Sign In/Out

Shift Notes

Reports

View all Action Items

Add Action Item

Find / Modify Action Items

1 to 6 of 6

Incident Name	Requestor	Responsible Person	Assigned Date ▼	Completed Date
EVACUATION ORDERED FOR ATLANTIC CO HOSPITALS	PADMA ADUSUMILLI	ANTHONY MANGERI	10-19-2006 06:31:40	
HURRICANE WATCH SOUTHERN NJ COAST	JAMES LANGENBACH	BARBARA MONTANA	10-17-2006 16:37:27	
HURRICANE WATCH SOUTHERN NJ COAST	JAMES LANGENBACH	VICTOR CARTER	10-17-2006 16:29:09	
FACTORY BOILER EXPLOSION AND FIRE	CYNTHIA ALBERTS	ANTHONY MANGERI	10-16-2006 16:26:26	
THE SKY IS FALLING	LINDA ZULLA	GARY ALBANEZI	09-07-2006 11:25:55	10-18-2006 16:25:53
SR TEST INCIDENT	TOSHI ABE	MERRIL BABER	08-22-2006 14:19:16	10-11-2006 10:52:52

1 to 6 of 6

↑ ↓ 23 - 12/05/06] ♦ 10.0% of Hospitals are on complete divert [11:47:48 - 12/14/06] TEST 5 (HEAL

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Figure 28. View All Action Items Screen

View All Action Items Screen Features

Sorting

Click a [Column Heading](#) to sort the action item records on that field (incident name, requestor, etc.) or to reverse the sort direction.



Records sorted in *ascending* order (from A–Z or 1–last)



Records sorted in *descending* order (from Z–A or last–1)

Navigation

[Next](#) – displays the next 10 action items

[Previous](#) – displays the previous 10 action items

[First](#) – displays action items 1 through 10

[Last](#) – displays the last 10 action items

Opening an Action Item

To open an action item, click the [Incident Name](#) associated with it.

Add Action Item

The Add Action Item screen (Figure 29) is used to add an action item to the Hippocrates database.

View all Action Items		Add Action Item		Find / Modify Action Items	
Incident Name *	<input type="text"/>	Temp. Incident Number *	<input type="text"/>		
Incident Description *	<input type="text"/>	Action Request Description: *	<input type="text"/>		
Action Type *	<input type="text"/>	Follow Up *	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Requestor's Role *	<input type="text"/>	Receiver's Role: *	<input type="text"/>		
Requestor's Name *	<input type="text"/>	Receiver's Name *	<input type="text"/>		
Requestor's Phone (1234567890)	<input type="text"/> Ext. <input type="text"/>	Receiver's Phone (1234567890)	<input type="text"/> Ext. <input type="text"/>		
Responsible Person's Role *	<input type="text"/>	Authorized By - Role: *	<input type="text"/>		
Responsible Person's Name *	<input type="text"/>	Authorized By - Name: *	<input type="text"/>		
Responsible Person's Phone (1234567890)	<input type="text"/> Ext. <input type="text"/>	Authorized By - Phone (1234567890)	<input type="text"/> Ext. <input type="text"/>		
Assigned Date and Time *	<input type="text"/> clear	Completed Date and Time	<input type="text"/> clear		
Action Status *	<input type="text"/> OPEN <input type="text"/>	Action Taken	<input type="text"/>		
				<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Figure 29. Add Action Item Screen




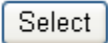
PROCEDURE: Add Action Item

STEP 1 Click  on the Command Center Console function bar.

STEP 2 Click  on the Action Items activity bar.

STEP 3 Fill in the fields in the Add Action Item screen as follows:

** mandatory field*

Incident Name *	Click  and select the incident for which you are creating this action item. Alternatively, you may select a Temporary Incident Number, which will automatically highlight the associated Incident Name.
Temp. Incident Number *	This field is automatically populated when you select the Incident Name. Alternatively, you may click  and make a selection from the drop-down list. This will automatically highlight the associated Incident Name.
Incident Description *	This field is automatically filled in when either the Incident Name or Temp. Incident Number is selected.
Action Request Description *	Enter the action item request.
Action Type *	Select RESOURCE , INFORMATION or POLICY from the drop-down list
Follow Up *	Select Yes or No
Requester's Role *	Select from the drop-down list
Requester's Name *	
Requester's Phone	Use format 1234567890
Receiver's Role	Select from the drop-down list
Receiver's Role *	
Receiver's Name *	Use format 1234567890
Receiver's Phone	
Responsible Person's Role *	Select from the drop-down list
Responsible Person's Name *	
Responsible Person's Phone	Use format 1234567890
Authorized By – Role *	Select from the drop-down list
Authorized By – Name *	
Authorized By – Phone	Use format 1234567890
Assigned Date and Time *	<ul style="list-style-type: none"> Click  to open the date/time selector Click  to enter the current date and time

	<p><i>OR</i></p> <ul style="list-style-type: none"> Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds. Click the desired date, using \leq or \geq to change the month as necessary. Click <input type="button" value="Select"/>.
Completed Date and Time	Follow the procedure above for Assigned Date and Time. (This field is typically filled in later using the Modify Action Item screen.)
Action Status *	Defaults to OPEN . Other selections include ONGOING , PENDING , CLOSED .
Action Taken	This field is typically filled out later using the Modify Action Item screen.

STEP 4

Click to save the action item and close the Add Action Item screen, or click to abandon the process and return to **View All Action Items**. When the action item has been saved, a success message is displayed.

Modify Action Item

The Modify Action Item screen (Figure 30) is used to add or change the information in an action item record.

Typically, an action item is modified in order to:


- Modify the Action Item Description
- Update the Action Status
- Add Action Taken information

Incident Name *	EVACUATION ORDERED FOR ATLANTIC CO HOSPITALS	Temp. Incident Number *	20061019VLR001
Incident Description *	EVACUATION ORDERED FOR ATLANTIC CO HOSPITALS AS HURRICANE ALPHA APPROACHES. EXPECTED LANDFALL: ATLANTIC CITY.	Action Request Description: *	UPLOAD TO GALLERY: EVACUATION ROUTES FOR CAPE MAY, ATLANTIC AND OCEAN COUNTIES
Action Type *	INFORMATION	Follow Up *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Requestor's Role *	HCC MANAGER	Receiver's Role: *	INFORMATION SECTION CHIEF
Requestor's Name *	LANGENBACH, JAMES	Receiver's Name *	MANGERI, ANTHONY
Requestor's Phone (1234567890)	<input type="text"/> Ext. <input type="text"/>	Receiver's Phone (1234567890)	<input type="text"/> Ext. <input type="text"/>
Responsible Person's Role *	INFORMATION SECTION CHIEF	Authorized By - Role: *	HCC MANAGER
Responsible Person's Name *	MANGERI, ANTHONY	Authorized By - Name: *	MANGERI, ANTHONY
Responsible Person's Phone (1234567890)	<input type="text"/> Ext. <input type="text"/>	Authorized By - Phone (1234567890)	<input type="text"/> Ext. <input type="text"/>
Assigned Date and Time *	10-19-2006 06:31:40	Completed Date and Time	<input type="text"/> clear
Action Status *	ONGOING	Action Taken	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Update"/>			

Figure 30. Modify Action Item Screen

PROCEDURE: Modify Action Item

STEP 1


Click  on the Command Center Console function bar to display the **View All Action Items** screen.

STEP 2

Locate the action item you wish to modify. To do this:

- From the **View All Action Items** screen: Sort the records (or reverse the sort) by clicking the appropriate column heading. See page 4 for more about the sorting feature.



OR

- Click  on the Action Items activity bar, then use the Search feature to display a subset of the action item list. See page 7 for more about the Search feature.

STEP 3 Open the action item you wish to modify by clicking the [Incident Name](#) associated with it.

STEP 4 To modify the action item you must enter text into the Action Taken field. Although most fields can be modified, the following fields **cannot be modified**:

- Incident Name
- Temp. Incident Number
- Incident Description
- Assigned Date and Time

STEP 5 Click  to save your changes, or click  to abandon the Modify process and return to the **View All Action Items** screen. When the update has been saved a success message is displayed.

View Gallery Screen Features

Sorting

Click a [Column Heading](#) to sort the gallery files on that field (name, description, incident/event, etc.) or to reverse the sort direction.



Records sorted in *ascending* order (from A–Z or 1–last)



Records sorted in *descending* order (from Z–A or last–1)

Navigation

[Next](#) – displays the next 10 files

[Previous](#) – displays the previous 10 files

[First](#) – displays files 1 through 10

[Last](#) – displays the last 10 files

Opening/Viewing/Playing/etc. a Gallery File

To access a file, click the corresponding [Thumbnail View](#). A separate Internet Explorer window will open and, in most cases, the file will open in the application that corresponds to the file type and your computer's settings. On many systems, for example, a *doc* file will open in Word, a *pdf* file will open in Adobe Reader, a *wmv* file will open in Windows Media Player, and so on. In some cases, you can decide between opening a file or saving it to your computer.

Downloading/Saving a Gallery File to your Computer

The procedure for downloading (saving) a file to your computer depends on how your computer is configured. In most cases you must follow the procedure for the application in which the file opened; this is usually done by invoking a menu command such as **File > Save**.

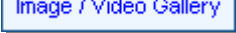
In some cases it is possible to download/save a Gallery file without opening it by *right-clicking* on the thumbnail and using the **Save Target As...** selection (if available).

Add to Gallery

The Add to Gallery screen (see Figure 32) is used to upload a file to Hippocrates so that it is accessible to other users.

Figure 32. Add to Gallery Screen

PROCEDURE: Add to Gallery

STEP 1 Click  on the Command Center Console function bar.

STEP 2 Click  on the gallery activity bar.

STEP 3 Fill in the fields in the Add to Gallery screen as follows:

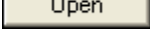
* *mandatory field*


File Name *	Enter a name for the file you are uploading.
Description	Enter a brief description of the file's contents.
Incident/Event	Associate the file to an Incident, Event, or None.
Copyright	Enter the copyright holder, if applicable.

STEP 4 Click  to display the **Choose File** window.

STEP 5 In the **Choose File** window, navigate through the folders on your computer to locate the file you wish to upload. Only files of the types shown (.aiff, .asf, .au, .avi, .bmp, etc.) can be uploaded to the gallery.

STEP 6 When you have located the file, click it to enter it into the **File name** field, or click in the **File name** field and type the name.

STEP 7 Click  in the **Choose File** window. This closes the window and enters the file name into the Hippocrates Upload File field.

STEP 8 Click . When the file has been uploaded to Hippocrates, a success message is displayed.

Modify Gallery

The Modify Gallery screen (Figure 33) is used to change the description or copyright in a gallery record, or to delete a file from the gallery.

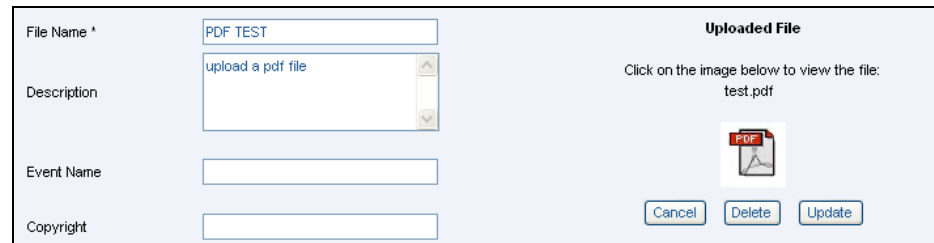



Figure 33. Modify Gallery Screen


PROCEDURE: Modify Gallery

STEP 1 Click  on the Command Center Console function bar to display the **View Gallery** screen.

STEP 2 Locate the gallery item you wish to modify or delete. To do this:


- From the **View Gallery** screen: sort the gallery items (or reverse the sort) by clicking the appropriate column heading. For more about the sorting feature, see page 4.

OR

- Click  on the Image/Video Gallery activity bar, then use the Search feature to display a subset of the gallery items. See page 7 for more about the Search feature.

STEP 3 Click the **Name** of the gallery item you wish to modify or delete.

NOTE: If, instead of clicking the **Name** for a record, you click its **Thumbnail View**, you will open the uploaded file itself and not the record associated with that file.

STEP 4 Modify the record as desired, then click  (NOTE: Only the Description and Copyright fields can be modified)

OR click  to remove the file from the gallery

OR click  to abandon the modify process.

Sign In/Out

The Sign In/Out function is accessed by clicking [Sign In/Out](#) on the CCC function bar. There are three activities associated with this function:

- View Signed-in Personnel
- Sign In/Out Personnel
- Find/Modify Sign-in Personnel


Each of these is accessible from the Sign In/Out activity bar, shown below.

View Sign-in Personnel	Sign In/Out Personnel	Find/Modify Sign-in Personnel
--	---------------------------------------	---

The current activity is indicated with **orange text**. The default activity (i.e., the opening screen) for Sign In/Out is **View Sign-In Personnel**.

View Sign-In Personnel

The **View Sign-In Personnel** screen (Figure 34) presents a tabular overview of all personnel signed in/out of a Command Center.



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13:51:45 EST 12/15/2006

IncidentsEventsLogsAction ItemsImage / Video GallerySign In/OutShift NotesReports

View Sign-In PersonnelSign-In PersonnelFind / Modify Sign-In Personnel

		1 to 10 of 19	Next	Last
Personnel	Event	Command Center	Date & Time In	Date & Time Out
KAREN NAGLE	ACTIVATING EVENT 1	HEALTH COMMAND CENTER	2006-12-11 10:00:09.0	
JAMES LANGENBACH	TEST	HEALTH COMMAND CENTER	2006-12-11 09:00:00.0	
SALAH UD-DIN ABDUL-NUR	ACTIVATING EVENT VR1	HOLY NAME HOSPITAL	2006-12-04 16:35:11.0	2006-12-04 16:48:52.0
TAJWAR AAMIR	HURRICANE ALPHA TO IMPACT NJ	ATLANTIC CITY MEDICAL CENTER - CITY	2006-12-04 16:23:05.0	2006-12-04 16:29:37.0
VICTORIA ROZA	ACTIVATING EVENT VR1	HOLY NAME HOSPITAL	2006-12-04 16:05:47.0	2006-12-04 16:30:34.0
JAMES PASQUALO	HURRICANE ALPHA TO IMPACT NJ	HEALTH COMMAND CENTER	2006-11-29 12:00:46.0	2006-11-30 12:03:59.0
SRIVALLI TADIGADAPA	HURRICANE ALPHA TO IMPACT NJ	UMDNJ - UNIVERSITY HOSPITAL	2006-11-30 12:00:42.0	
SAKTHIRAMU	HURRICANE ALPHA TO IMPACT NJ	ROBERT WOOD JOHNSON UNIV HOSPITAL	2006-11-16 08:19:54.0	
PADMA ADUSUMILLI	HURRICANE ALPHA TO IMPACT NJ	COOPER UNIVERSITY HOSPITAL	2006-11-16 08:18:32.0	
EILEEN TROUTMAN	HURRICANE ALPHA TO IMPACT NJ	ATLANTIC CITY MEDICAL CENTER - CITY	2006-11-13 13:17:02.0	
		1 to 10 of 19	Next	Last

↑ ↓ HOSPITAL HEALTH SYSTEM10:09:31 - 12/13/06HURRICANE BETA14:02:49 - 12/06/06E-COLI OUTBREAK

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Figure 34. View Sign-In Personnel Screen

View Sign-in Personnel Screen Features

Sorting

Click a [Column Heading](#) to sort the sign in/out personnel records on that field (personnel, event, Command Center, etc.) or to reverse the sort direction.



Records sorted in *ascending* order (from A–Z or 1–last)



Records sorted in *descending* order (from Z–A or last–1)

Navigation

[Next](#) – displays the next 10 records

[Previous](#) – displays the previous 10 records

[First](#) – displays records 1 through 10

[Last](#) – displays the last 10 records

Opening a Sign In/Out Personnel record

You can open a Sign In/Out Personnel record by clicking the [Personnel](#) field for that record.


Sign-In Personnel

The Sign-In Personnel screen (Figure 35) is used to sign in personnel to a Command Center.

Personnel *	<input type="text"/>	Associated Event *	<input type="text"/>
	Create Personnel		
Command Center *	<input type="text"/>	Position Title *	<input type="text"/>
Cost Center *	<input type="text"/>	Email	<input type="text"/>
User ID	<input type="text"/>	Task *	<input type="text"/>
Date and Time In *	<input type="text"/> clear	Date and Time Out	<input type="text"/> clear
Location	<input type="text"/>	Task Detail	<div> </div>
		Cancel Save	

Figure 35. Sign-In Personnel Screen


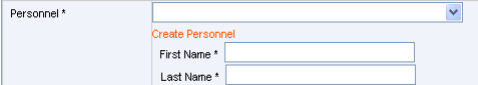





PROCEDURE: Sign-In Personnel




STEP 1 Click  on the Command Center Console function bar to display the **View Sign-In Personnel** screen.

STEP 2 Click  on the Sign In/Out activity bar.



STEP 3 Fill in the fields in the Sign-In Personnel screen as follows:

** mandatory field*

Personnel *	<p>Click  and select the name of the person you wish to sign in.</p> <p>NOTE: After you have selected a name, Hippocrates will populate some of the remaining fields with the last known data associated with that name. (Part of the screen might momentarily go blank while this is occurring.) <i>In each of these fields, however, you can make another selection from the drop-down list.</i></p> <p>If the person you are signing in is not listed, click Create Personnel and fill in the First Name and Last Name fields that appear.</p> 
Associated Event *	Click  and select the event to which this person is signing in (unless the automatic selection is acceptable)
Command Center *	Click  and select the Command Center to which this person is signing in, unless the automatic selection is acceptable.
Position Title *	Click  and select the position this person will fill for this event, unless the automatic selection is acceptable.
Email	Enter an email address for this person.
Cost Center *	Click  and select the cost center for this person, unless the automatic selection is acceptable.
User ID	<p>Click  and select the User ID for this person unless the automatic selection is acceptable.</p> <p>NOTE: An associated Hippocrates User ID is necessary for the full set of Communication Channels features to be available to that user.</p>
Task *	Enter the task that this person will fulfill for this event.

Date and Time In *	<ul style="list-style-type: none"> Click  to open the date/time selector Click  to enter the current date and time <p>OR</p> <ul style="list-style-type: none"> Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds. Click the desired date, using ≤ or ≥ to change the month as necessary. Click 
Date and Time Out	Follow the above procedure for Date and Time In. (Typically, this field is filled in later using the Modify Sign-In Personnel screen.)
Location	Enter the location for this person.
Task Detail	Enter details about the task to be performed by this person.

STEP 4

Click  to complete the sign-in process, or click  to abandon the process and return to the **View Sign-In Personnel** screen. When the sign-in information has been saved a success message is displayed.

Modify Sign-In Personnel

The Modify Sign-In Personnel screen (Figure 36) is used to change a sign in/out record.

Typically, a sign in/out record is modified in order to:

- Sign out an individual from a Command Center
- Change the event to which an in individual is signed in
- Update task information for a signed-in individual








Personnel *	CLANCY, TERRY Create Personnel	Associated Event *	HURRICANE ALPHA TO IMPACT NJ
Command Center *	HEALTH COMMAND CENTER	Position Title *	HEALTH CARE SYSTEM ANALYST
Cost Center *	000 - NO COST CENTER	Email	TERRY.CLANCY@DOH.STATE.NJ.US
User ID	TClancy	Task *	HEALTH CARE SYSTEMS ANALYSIS
Date and Time In *	11-15-2006 08:58:37   clear	Date and Time Out	  clear
Location	Task Detail		
<div>   </div>			

Figure 36. Modify Sign-In Personnel Screen

PROCEDURE: Modify Sign-In Personnel**STEP 1**


Click  on the Command Center Console function bar to display the **View Sign-In Personnel** screen.

STEP 2

Locate the record you wish to modify. To do this:

- From the **View Sign-In Personnel** screen: Sort the records (or reverse the sort) by clicking the appropriate column heading. For more about the sorting feature, see page 4.



OR

- Click  on the Sign In/Out activity bar, then use the Search feature to display a subset of the list. See page 7 for more about the Search feature.

STEP 3

Open the record you wish to modify by clicking the **Personnel** field associated with it.

STEP 4

Modify the record as desired, then click  to save your changes, or  to abandon the modify process and return to the **View Sign-In Personnel** screen. When the record has been successfully modified, a success message is displayed.

Shift Notes

The Shift Notes function is accessed by clicking [Shift Notes](#) on the CCC function bar. There are three activities associated with Shift Notes:

- View All Shift Notes
- Add Shift Notes
- Find/Modify Shift Notes

Each of these is accessible from the Shift Notes activity bar, shown below.



The current activity is indicated with **orange text**. The default activity (i.e., the opening screen) for the Shift Notes function is **View All Shift Notes**.

View All Shift Notes

The **View All Shift Notes** screen presents a tabular overview of all shift notes in the Hippocrates database. An example is shown in Figure 37.

16:35:59 EST 12/15/2006

Incidents Events Logs Action Items Image / Video Gallery Sign In/Out **Shift Notes** Reports

View all Shift Notes Add Shift Note Find / Modify Shift Notes

1 to 7 of 7

Title	Command Center	Position Title	Last Updated Date ▼	Last Updated By
END SHIFT 1	HEALTH COMMAND CENTER	DUTY OFFICER	2006-10-19 16:29:59.0	VRoza
921 SHIFT NOTE	HOLY NAME HOSPITAL	HEALTH CARE SYSTEM ANALYST	2006-09-21 13:12:53.0	TUser
ADDING WAV FILE	HEALTH COMMAND CENTER	DUTY OFFICER	2006-09-15 13:11:44.0	sramu
TEST SHIFT NOTE	SOMERSET CAPITAL HEALTH SYSTEM	CDS LIAISON	2006-09-13 08:11:48.0	sramu
FIRST SHIFT 9/6 NOTES.	JERSEY CITY MEDICAL CENTER HOSPITAL	HCC EXECUTIVE	2006-09-06 15:14:57.0	CElice
DAN COSGROVE TAKING OVER FOR T. CLANCY	MORRISTOWN MEMORIAL HOSPITAL	MCC LIAISON	2006-08-29 11:18:34.0	TCLANCY
SR TEST SHIFT NOTE	ATLANTIC CITY MEDICAL CENTER - CITY	BLOOD SERVICES LIAISON	2006-08-22 14:31:27.0	sramu

1 to 7 of 7

↑ ↓ (SOMERSET CAPITAL HEALTH SYSTEM)[10:09:31 - 12/13/06] ◇ HURRICANE BETA[14:02:49 - 12/06/06] ◇ E-

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Figure 37. View All Shift Notes Screen

View All Shift Notes Screen Features

Sorting

Click a [Column Heading](#) to sort the shift notes on that field (title, Command Center, etc.) or to reverse the sort direction.



Records sorted in *ascending* order (from A–Z or 1–last)



Records sorted in *descending* order (from Z–A or last–1)

Navigation

[Next](#) – displays the next 10 shift notes

[Previous](#) – displays the previous 10 shift notes

[First](#) – displays shift notes 1 through 10

[Last](#) – displays the last 10 shift notes

Opening Shift Notes

To open a shift note, click its [Title](#).

Accessing a Shift Notes File

To access a file attached to a shift notes record, click the file icon located on the right side of the screen. A separate Internet Explorer window will open and, in most cases, the file will open in the application that corresponds to the file type and your computer's settings. On many systems, for example, a *doc* file will open in Word, a *pdf* file will open in Adobe Reader, a *wmv* file will open in Windows Media Player, and so on. In some cases, you can decide between opening a file or saving it to your computer.

Add Shift Note The Add Shift Note screen is used to add a shift note to the Hippocrates database. An example of a shift note is shown in Figure 38.

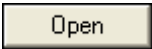
Figure 38. Add Shift Note Screen

PROCEDURE: Add Shift Note



- STEP 1**
- Click Shift Notes on the Command Center Console function bar.
- STEP 2**
- Click Add Shift Note on the Shift Notes activity bar.
- STEP 3**
- Fill in the fields in the Add Shift Note screen as follows:

** mandatory field*

Shift Note Name *	Enter a title for the shift note
Command Center *	Click ▼ and select the Command Center where you are signed in.
Position Title *	Click ▼ and select your Command Center position.
Shift Note *	Enter shift note information.
Upload File	<div>You may upload as many as three files. To upload a file:</div> <div><div>1. Click Browse... to display the Choose File window.</div><div>2. In the Choose File window, navigate through the folders on your computer to locate the file you wish to upload. Only files of the types shown (.aiff, .asf, .au, .avi, .bmp, etc.) can be uploaded to Hippocrates.</div></div>

	<ol style="list-style-type: none">3. When you have located the file, click it to enter it into the File name field, or click in the File name field and type the name.4. Click  in the Choose File window. This closes the window and enters the file name into the Hippocrates Upload File field.
--	---

STEP 4


Click . When the Shift Note has been created and the file(s) uploaded, a success message is displayed. To abandon the Add Shift Note process, click .

Modify Shift Notes

The Modify Shift Notes screen is used to enter additional information to a shift notes record, to access or delete a file attached to a shift note, or to upload an additional file. An example screen is shown in Figure 39.

Figure 39. Modify Shift Notes Screen


PROCEDURE: Modify Shift Notes

STEP 1 Click  on the Command Center Console function bar to display the **View All Shift Notes** screen.

STEP 2 Locate the shift note you wish to modify. To do this:

- From the **View All Shift Notes** screen: sort the records (or reverse the sort) by clicking the appropriate column heading. For more about the sorting feature, see page 4.

OR



- Click  on the Shift Notes activity bar; then use the Search feature to display a subset of the shift notes list. See page 7 for more about the Search feature.



STEP 3 Open the shift notes record you wish to modify by clicking its **Title**.

STEP 4 To update the shift notes record, click and enter text in the **Shift Note** field. (This is a mandatory field.)

STEP 5 To delete a file attached to the Shift Note, click 

STEP 6 To attach (upload) a file:

- Click  to display the **Choose File** window.
- In the **Choose File** window, navigate through the folders on your computer to locate the file you wish to upload. Only files of the types shown (.aiff, .asf, .au, .avi, .bmp, etc.) can be uploaded to Hippocrates.
- When you have located the file, click it to enter it into the **File name** field, or click in the **File name** field and type the name.
- Click  in the **Choose File** window. This closes the window and enters the file name into the Hippocrates **Upload File** field.
- Repeat this step to attach another file. You may upload a total of three files for a Shift Note.

STEP 7 Click  to upload the attached file(s) and/or save your changes. When the Shift Note has been modified and any attached files uploaded, a success message is displayed. To abandon the modify process, click .

Reports

The Reports function is accessed by clicking [Reports](#) on the CCC function bar. The following reports can be generated from the Command Center Console:

- Log Entry Report
- Personnel Summary Report
- Action Item Report
- Shift Notes Report

Each of these is accessible from the Reports activity bar, shown below.

Log Entry Report	Personnel Summary Report	Action Item Report	Shift Notes Report
----------------------------------	--	------------------------------------	------------------------------------

The current report activity is shown with **orange text**. The default activity (i.e., the opening screen) for the Reports function is **Log Entry Report**.

The screenshot shows the Hippocrates Command Center Console interface. At the top, there is a header with the Hippocrates logo, a 'WELCOME USER' message, and a 'HOMELAND SECURITY ADVISORY SYSTEM' status set to 'Elevated'. Navigation links for CONTACT US, LINKS, HELP, and SEARCH are present, along with a LOGOUT button. The main navigation bar includes Incidents, Events, Logs, Action Items, Image / Video Gallery, Sign In/Out, Shift Notes, and Reports. The Reports section is active, showing sub-options: Log Entry Report (highlighted in orange), Personnel Summary Report, Action Item Report, and Shift Notes Report. Below this, there are search filters: 'Search From Date' and 'Search To Date' with input fields and 'clear' buttons, and a 'Search Command Center' dropdown menu set to 'All'. A 'Show Report' button is located below the search filters. The bottom status bar displays system information: '1:27:09 - 12/13/06', 'TEST 4[12:03:03 - 12/13/06]', and '12/13/06 TEST ACTIVATING EVENT 2 (JERSEY CITY ME)'. A footer note states: 'This system is restricted to authorized users. Copyright ©2006 NJDHSS OITS. All rights reserved.'

Figure 40. Reports – Opening Screen

Hippocrates displays reports using Crystal Report Viewer. If you are successful in generating a report it means that your system is equipped with the viewer.

If the viewer is not installed on your system, however, an error message will appear when you try to generate a report. In this case you must install the

Crystal Report Viewer; installation instructions are in the Introduction chapter of this manual.

NOTE: To install the Crystal Reports Viewer on your computer you must have Admin privileges.



The Crystal Report Viewer need only be installed once.

PROCEDURE: Generating a Report


The procedure for generating a report is similar for each type of report.


STEP 1 On the activity bar, click the type of report ([Log Entry](#), [Personnel Summary](#), etc.) you wish to generate.

STEP 2 Define the time period for the report by entering the *Search From Date* and *Search To Date*, as follows:

- Click  to open the date/time selector.
- Click  to enter the current date and time.

OR

- Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds.
- Click the desired date, using \leq or \geq to change the month as necessary.
- Click .

STEP 3 Define the **search field** for your report by clicking  and selecting an item from the drop-down list.

The search field limits the scope of your report by including only the records that match your search field selection. The search field differs for each report type—in a Shift Notes report the search field is Command Center, as shown in Figure 41.

The default selection for all search fields is **All**. A report generated with **All** selected will include every record for that report type within the time period you defined with the *Search From Date* and *Search To Date*.

Log Entry Report	Personnel Summary Report	Action Item Report	Shift Notes Report
Search From Date *	<input type="text"/>	Search To Date *	<input type="text"/>
Command Center	<div> <div>All</div> <div> ATLANTIC CITY MEDICAL CENTER - CITY COOPER UNIVERSITY HOSPITAL HEALTH AUXILIARY COMMAND CENTER HEALTH COMMAND CENTER HOLY NAME HOSPITAL JERSEY CITY MEDICAL CENTER HOSPITAL MORRISTOWN MEMORIAL HOSPITAL ROBERT WOOD JOHNSON UNIV HOSPITAL SAINT BARNABAS MEDICAL CENTER SOMERSET CAPITAL HEALTH SYSTEM UMDNJ - UNIVERSITY HOSPITAL </div> </div>	Position Title	<input type="text"/>

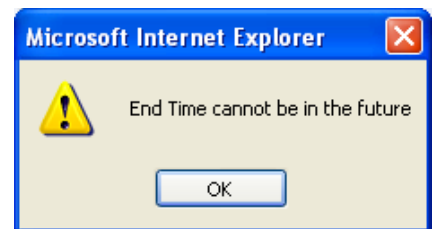
Figure 41. Drop-Down List for Shift Notes Report Search Field

STEP 4

Click

NOTE: If you select the default (current) date/time for the *Search To Date* and receive the error message shown here, it means that the clock on your computer is not synchronized to official U.S. time.

You can work around this problem by setting the *Search To Date* earlier than the default date/time (by a minute or two, for example). It is recommended, however, that you synchronize your computer clock to prevent this warning from occurring. To do this, consult your system administrator or follow the Windows Help procedure for “Synchronizing your computer clock.”



Report Examples

Figure 42 through Figure 45 show examples of each report type.

Health Infrastructure Preparedness and Emergency Response		LOG ENTRY REPORT		SEP 29, 2006 14:37:56 TO OCT 03, 2006 14:35:56		HIPPOCRATES	
ATLANTIC CITY MEDICAL CENTER - CITY							
Entry Time: 29-Sep-2006 11:37 am				Incident/Event Number: 200609290002			
Entry Type: INCIDENT				Incident/Event Name: EVACUATE WEISMAN CHILDREN'S MEDICAL DAYCARE CTR			
Entry Name: EVACUATE WEISMAN CHILDREN'S MEDICAL DAYCARE CTR				Incident/Event Type: NATURAL DISASTER			
Entry Description: IMMEDIATE EVACUATION ORDERED FOR WEISMAN CHILDREN'S MEDICAL DAYCARE CENTER				Incident/Event Description: IMMEDIATE EVACUATION ORDERED FOR WEISMAN CHILDREN'S MEDICAL DAYCARE CENTER			
Entry Time: 29-Sep-2006 1:46 pm				Incident/Event Number: 200609290003			
Entry Type: INCIDENT				Incident/Event Name: O.C./LONGPORT BRIDGE FLOODED			
Entry Name: O.C./LONGPORT BRIDGE FLOODED				Incident/Event Type: NATURAL DISASTER			
Entry Description: OCEAN CITY/LONGPORT BRIDGE IS CLOSED DUE TO FLOODING				Incident/Event Description: OCEAN CITY/LONGPORT BRIDGE CLOSED DUE TO FLOODING			
Entry Time: 29-Sep-2006 2:11 pm				Incident/Event Number: 200609290004			
Entry Type: INCIDENT				Incident/Event Name: HURRICANE ALPHA MOVING TOWARD NJ COAST			
Entry Name: HURRICANE ALPHA MOVING TOWARD NJ COAST				Incident/Event Type: NATURAL DISASTER			
Entry Description: HURRICANE ALPHA EXPECTED TO HIT NJ COAST. COUNTIES WITH GREATEST IMPACT: CAPE MAY, ATLANTIC, OCEAN, BURLINGTON;				Incident/Event Description: HURRICANE ALPHA EXPECTED TO HIT NJ COAST. COUNTIES WITH GREATEST IMPACT: CAPE MAY, ATLANTIC, OCEAN, BURLINGTON;			
Entry Time: 29-Sep-2006 2:27 pm				Incident/Event Number: 200609290005			
Entry Type: INCIDENT				Incident/Event Name: EVACUATE STOCKTON COLLEGE			
Entry Name: EVACUATE STOCKTON COLLEGE							

Figure 42. Log Entry Report

Health Infrastructure Preparedness and Emergency Response		PERSONNEL SUMMARY REPORT		SEP 28, 2006 15:00:47 TO OCT 03, 2006 14:00:47		HIPPOCRATES	
ATLANTIC CITY MEDICAL CENTER - CITY							
DUTY OFFICER							
Employee: CLANCY, TERRY				In Date: 9/29/2006 8:05:18AM			
Task: COORDINATING WITH HCC				Out Date:			
Location:							
Cost Center: HEALTH CARE QUALITY ASSESSMENT							
CAPITAL HEALTH SYSTEM - FULD							
HAN LIAISON							
Employee: SMITH, JOHN				In Date: 9/28/2006 4:00:17PM			
Task: TEST CREATING NEW PERSONNEL				Out Date:			
Location:							
Cost Center: NO COST CENTER							
HEALTH COMMAND CENTER							
DUTY OFFICER							
Employee: BROWNLEE, ROBERT				In Date: 9/28/2006 1:54:03PM			
Task: DUTY OFFICER				Out Date:			
Location:							
Cost Center: OFFICE OF THE PUBLIC GUARDIAN AND ELDER RIGHTS							
HCC EXECUTIVE							
Employee: CRUBER, DAVID				In Date: 9/29/2006 8:05:06AM			
Task: COMMAND CENTER COORDINATOR				Out Date:			
Location:							

Figure 43. Personnel Summary Report


Health Infrastructure Preparedness and Emergency Response		ACTION ITEM REPORT SEP 28, 2006 14:50:50 TO OCT 03, 2006 14:00:50		 HIPPOCRATES
Incident Title: EVACUATION CENTER SET UP Action Type: INFORMATION Action Status: OPEN Action Request Description: CONSULT HURREVAC TO DETERMINE POTENTIAL FOR STORM SURGE AND CALCULATE EVACUATION TIMES	Responsible Individual: LANGENBACH, JAMES Assigned: 09/28/2006 Completed: Action Taken:			
Incident Title: INCD TEST Action Type: RESOURCE Action Status: OPEN Action Request Description: TEST THE APP	Responsible Individual: ANGELERI, SHERRI Assigned: 09/28/2006 Completed: Action Taken:			
Incident Title: BOILER EXPLOSION AND FIRE Action Type: RESOURCE Action Status: ONGOING Action Request Description: GATHER ADDITIONAL INFORMATION	Responsible Individual: AAMIR, TAJWAR Assigned: 09/28/2006 Completed: Action Taken: CONTACTED LOCAL FIRE AND POLICE. WAITING FOR INFORMATION			
Incident Title: HURRICANE ALPHA MOVING TOWARD NJ COA Action Type: INFORMATION Action Status: OPEN Action Request Description: COLLECT BASELINE DATA FOR ALL HOSPITALS IN PROJECTED PATH OF HURRICANE ALPHA	Responsible Individual: LANGENBACH, JAMES Assigned: 09/28/2006 Completed: Action Taken:			
Incident Title: EVACUATE WEISMAN CHILDREN'S MEDICAL Action Type: INFORMATION Action Status: OPEN	Responsible Individual: LANGENBACH, JAMES Assigned: 09/29/2006 Completed:			

Figure 44. Action Item Report

Health Infrastructure Preparedness and Emergency Response		SHIFT NOTES REPORT SEP 01, 2006 13 to DEC 16, 2006 13		 HIPPOCRATES
HEALTH COMMAND CENTER				
Position:	DUTY OFFICER			
Date/Time:	September 15, 2006 1:11 pm			
Note Title:	ADDING WAV FILE			
Note:	ADDING WAV FILE			
HOLY NAME HOSPITAL				
Position:	HEALTH CARE SYSTEM ANALYST			
Date/Time:	September 21, 2006 1:12 pm			
Note Title:	921 SHIFT NOTE			
Note:	SHIFT NOTE DESCRIPTION			
Position:	HEALTH CARE SYSTEM ANALYST			
Date/Time:	September 21, 2006 1:12 pm			
Note Title:	921 SHIFT NOTE			
Note:	UPLOADING PDF FILE			
JERSEY CITY MEDICAL CENTER HOSPITAL				
Position:	HCC EXECUTIVE			
Date/Time:	September 6, 2006 3:14 pm			
Note Title:	FIRST SHIFT 9/6 NOTES.			
Note:				
Position:	HCC EXECUTIVE			
Date/Time:	September 6, 2006 3:14 pm			
Note Title:	FIRST SHIFT 9/6 NOTES.			
Note:	UPLOADED 3 FILES OF DIFFERENT TYPES.			
SOMERSET CAPITAL HEALTH SYSTEM				

Figure 45. Shift Notes Report

Crystal Report Viewer

When you run a Hippocrates report, the Crystal Report Viewer will open in a new window to display your report.

Reports are first displayed in a **split-screen format** (see Figure 46) where:

- The **left pane** displays high-level outline of the report as a **group tree**
- The **right pane** displays the report itself

By clicking a heading in the group tree you can quickly scroll to that section of the report.

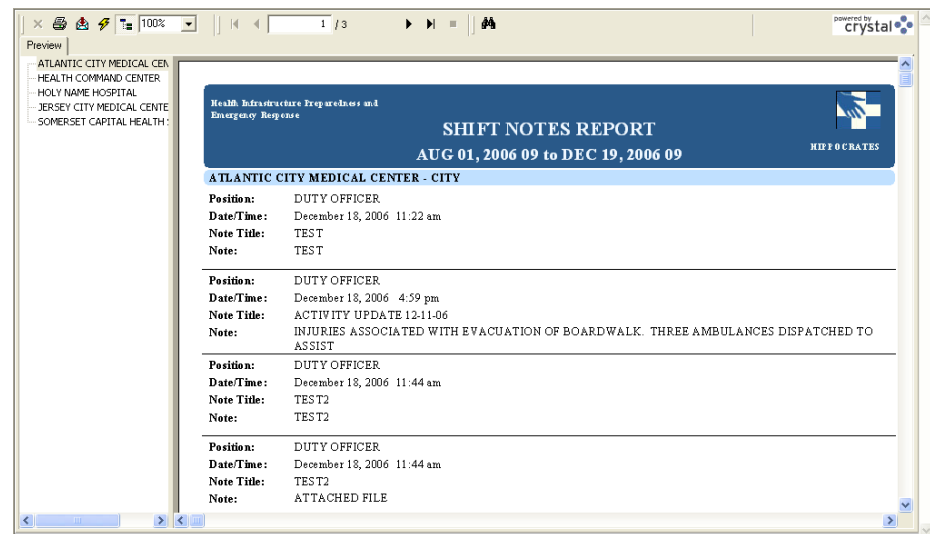


Figure 46. Example Report with Group Tree







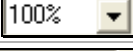





Menu Bar

The menu bar (Figure 47) for the Crystal Report Viewer is located above the report. The function of each button is described in Table 7.




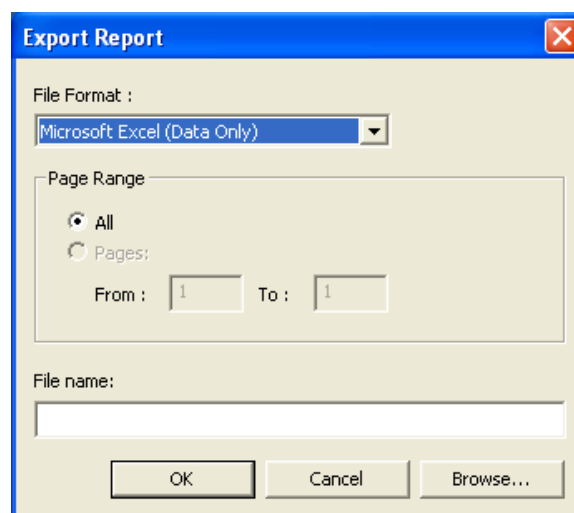
Figure 47. Report Viewer Menu Bar


Table 7. Report Viewer Menu Bar Functions

Button	Function
	Print report (group tree does not print)
	Export report
	Refresh
	Show/Hide the Group Tree
	Go to first page
	Go to previous page
	Zoom
	Current page/total pages
	Go to next page
	Go to last page
	Stop loading
	Search



Exporting a Report

1. On the Crystal Reports toolbar (located just above the report header), click  to display the **Export Report** dialog box. See Figure 48.

**Figure 48. Export Report Dialog Box**

2. Click  and select a **File Format**. You can export a report to the following types of files:
 - Crystal Reports (*.rpt)
 - Microsoft Excel (*.xls)
 - Microsoft Excel – Data Only (*.xls)
 - Microsoft Word (*.doc)
 - Rich Text Format (*.rtf)
 - Adobe Acrobat (*.pdf)
3. Under **Page Range**, select to export the entire report (**All**) or enter a page range.
4. Enter a name in the **File name** field to save the exported report to the default destination folder (Desktop)

OR

Click , select another a destination folder, then enter a **File name**.
5. Click  to export the report.

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